

Scanning Documents into Clinical Notes for Clinical and Clerical Staff

Cerner Ambulatory **UPDATE**

Summary: When scanning documents into Clinical Notes, staff must follow the correct process or documents could be filed at the incorrect patient/encounter level in the system.

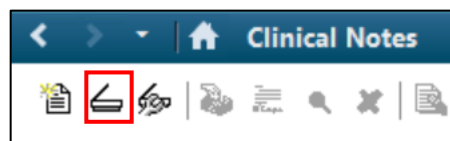
When: Effective immediately

Support: Help Desk at 231-935-6053.

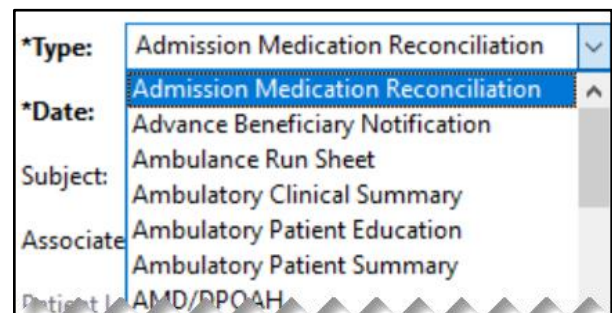
Scanning Documents into Clinical Notes

When scanning documents into Clinical Notes, follow these steps:

1. Select the scanning icon.



2. When choosing the Type, **always use the mouse OR always use the keyboard** to choose the document type. **Do NOT use BOTH.** Use **one** of the following methods to avoid issues:
 - Start typing the document type with the keyboard and then use the down arrow on the keyboard to select the correct note type.
 - OR**
 - Use the mouse to left click the down arrow and then left click on the correct note type.



3. If this error message is received at any time while changing the Type, the user must click **Yes**. Do not click Enter or select No.

