# Locating Scanned Patient Images for Munson Healthcare Staff
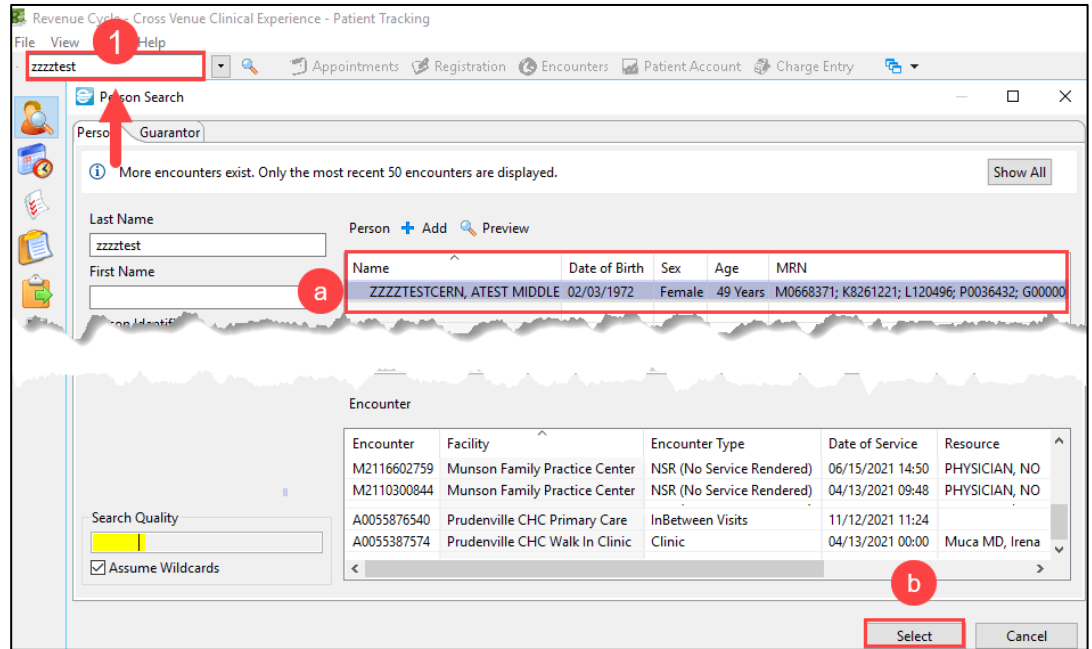
**Summary:** Follow the steps below to locate scanned patient images.

**Support:** Ambulatory Informatics at 231-392-0229.
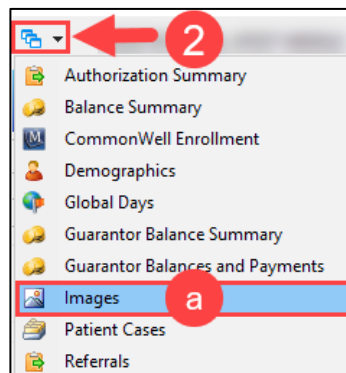
## Locating Scanned Patient Images

1. Within Revenue Cycle:
   a. **Search** for the patient and **click** to highlight.
   b. **Click** Select.



2. **Click** the stacked folders icon.
   a. **Click** Images.



3. **Choose** desired filter or leave bank.

4. To open and view, **double click**.