WMUNSON HEALTHCARE

Job Aid

Cerner Ambulatory

Scanning Documents into a Patient Chart

Follow the steps below to scan patient documents into a patient chart.

1. Search for patient name in search box and click "enter" on keyboard

🕼 Revenue Cycle - Patient Tracking							
File View Task Help	1						
Search by Name 💽 🔍	🗇 🗇 Appointments 🛛 🧐 Re						
ntient Tracking 🖾	🚨 Kiosk Dashboard						

2. Find patient, and click "Select"

Name	MRN		CMRN	Date of	Birth	Sex	Age
AMBMUNSC	N, CHAR A0400003	7; MD1050748	4000061; 1549345	10/20/1994		Female	23
AMBMUNSC	N, CHERRY A MD10507	40; A04000025	1549337; 4000049	09/04/1	985	Female	32
•							•
Encounter							
Encounter	Facility		ncounter Type		Date	of Servic	e 🔺
A0054000136	Teen Health Corner -	Forest Area Pl	hone Message Non-	Billable			
A0054000561	Cadillac OB GYN	C	Clinic			5/2018 12	9 ≡
A0054000566	Cadillac OB GYN	C	Clinic			5/2018 12	9
A0054000528	Cadillac OB GYN	0	Office Visit			5/2018 12	9—
A0054000546	Cadillac OB GYN	0	Office Visit			03/16/2018 12:	
A0054000551	Cadillac OB GYN	C	Clinic			03/16/2018 12:	
A0054000376	Cadillac Primary Care	C	Clinic			03/08/2018 8:0	
A0054000375	Grayling CHC Primary	Care C	Clinic		03/07/2018 3:20		
A0034000373	Grayling CHC Primary	Care C	Clinic		03/07/2018 1:14		
	Teen Health Corner - I	Kalkaska B	ehavioral Health		03/07	7/2018 11	: -
A0054000374	recurricular conter					•	
A0054000373 A0054000373 4	m					P	
A0054000374 A0054000373						9	

3. Navigate to "Encounters" within top toolbar and select icon

🗊 Appointments 🧭 Registration 🕜 Encounters 📓 Patient Account 🔮 Charge Entry 🛛 👼 🔹 🛛 AMBMUNSON, CHERRY A 💌



Job Aid

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4. Click on the arrow next to the stacked folders. Within the drop down, choose "Images"

File Vi	iew Task He	elp						1		
Search	by Name	• ٩	🗐 Appointments < 🖉 Reg	istration 🔇 End	counters 🐱 Patie	ent Account 🛛 🕹 Charge Entry	€ -	MBMUNSON, CHERRY A 🔻		
2	AMBM	UNSO	N, CHERRY A	Female	32 years	DOB: Sep 4, 1985	MRN: CL	0360056; MD1050740; A04000025		
6	📀 Encounters 📀 Encounter Details 🕸 🌙 Patient Cases									
	S Encounter: A0054000136,									

5. Click on arrow, and within drop down, choose desired scanning function

AMBMUNSON, C	HERRY A Female	e 32 years	DOB: Sep 4, 1985	MRN: CD0360056; MD1050740; A04000025	SSN: XXX-XX-1111	
Encounters O Encounter Deta Encounter: A0054000136, Filters All	Is 🎯 Patient Cases 🖼 Images	8	•]			Add Image to Encounter Sign eSig Form Add Image to Person
Name	Туре	Associated To		Uploaded On **	Uploaded By Choose desired scaming function within dropdown	View Layout •

6. Complete required fields within "Add Images" conversation and click "Scan". Once document has been captured, click "OK".

	Add Image					
	AMBMUNSC	ON, CHERRY A	Female	32 years	DOB: Sep 4, 1985	»
	Image Title					Π
	Insurance Card					
	Image Type					
	Insurance	•				
-	New Page					
	Append	Scan				
	Insert	Import			No image loaded	××
		Paste File				.<
			 + + +	N	Page 0 of 0 🔍 🔍 🛃 🗸 🖒 🖒 🖨	a 🍐 🗞 🕼 🖬 - 📄 🖻 🦻
						OK Cancel