

# Front Office Scanning- Scanning COVID-19 Results to the Order Level

This tip sheet includes the steps for scanning order level documents using Media Manager

## Try It Out:

1. Open Media Manager and choose your patient.
2. Click the **arrow** next to Patient and select **Choose an Order**

The screenshot shows the Media Manager interface for patient 'Onbaseptload, Testeight' with MRN: 9000046. A dropdown menu is open next to the patient name, listing several options. The option 'Choose an Order' is highlighted with a red box.

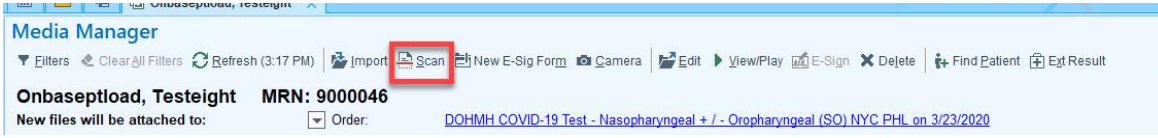
Document ID	Internal ID
6202263	140152
6202259	140114
6202260	140150
6202262	140151
6202182	139241

3. Select the **All** radio button and select the COVID-19 Order to scan to

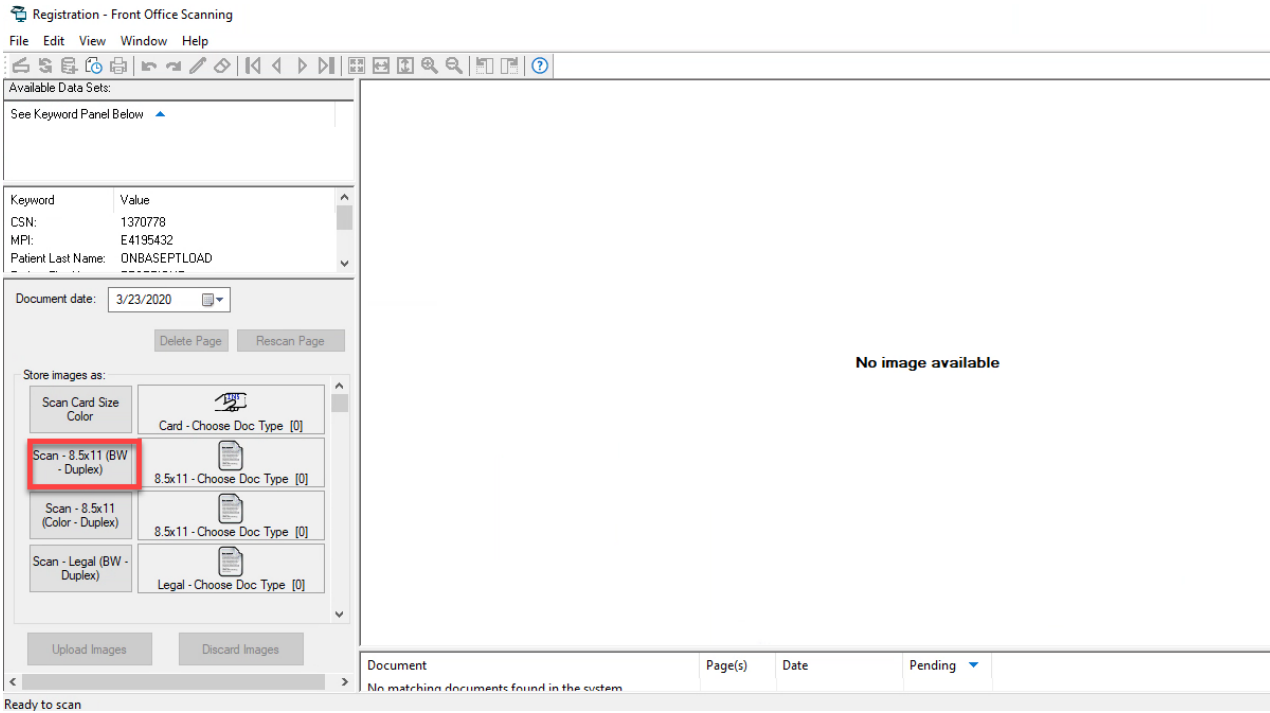
The screenshot shows the Order Search dialog box. The 'All' radio button is selected. The results table below shows a list of orders, with the first row highlighted in red.

Date/Time	Procedure	Authorizing Provider	Status	Order ID	Enc Date
03/23/2020 03:17 PM	BIOREFERENCE COVID-19 PCR(SO)	GO INPATIENT, ATTENDI...		23825663	03/23/2020
03/23/2020 03:17 PM	DROPLET AND CONTACT AND EYE ...	GO INPATIENT, ATTENDI...		23825664	03/23/2020
03/23/2020 03:17 PM	DOHMH COVID-19 TEST-NASOPHAR...	GO INPATIENT, ATTENDI...		23825665	03/23/2020
03/23/2020 08:57 AM	ECG 12-LEAD	GO INPATIENT, ATTENDI...		23825648	03/23/2020

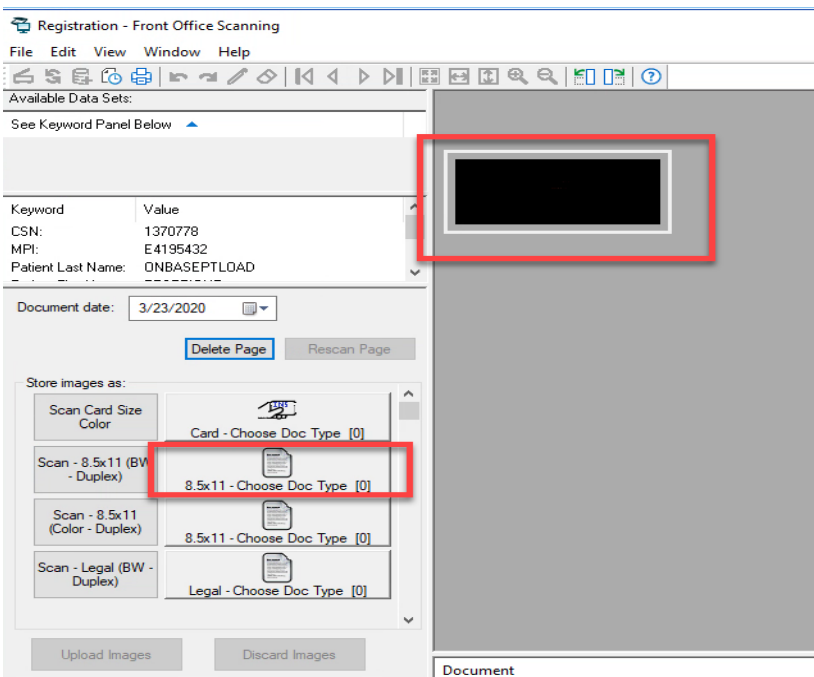
4. Click the **Scan** Button to open the Front Office Scanning window



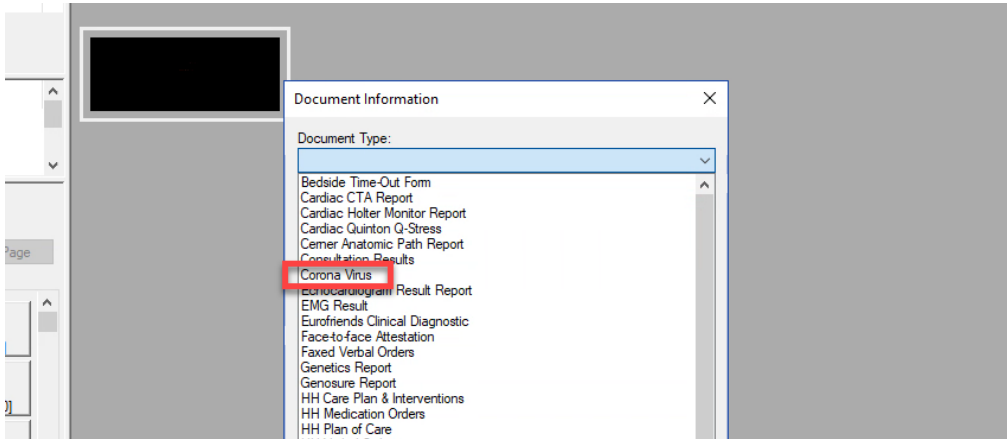
5. Load the document into the scanner and click **Scan**.



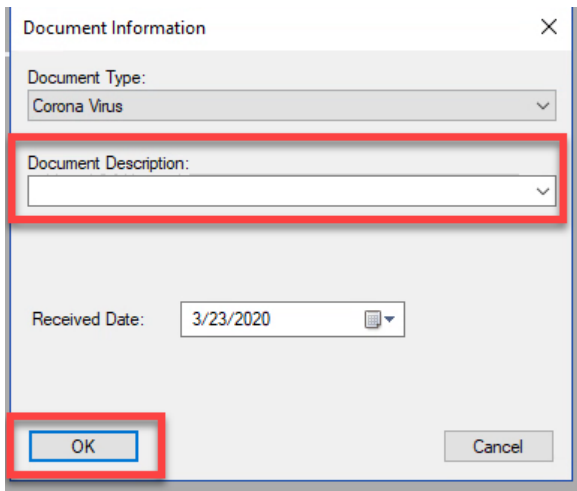
6. Select your document and click the **Choose Doc Type** button.



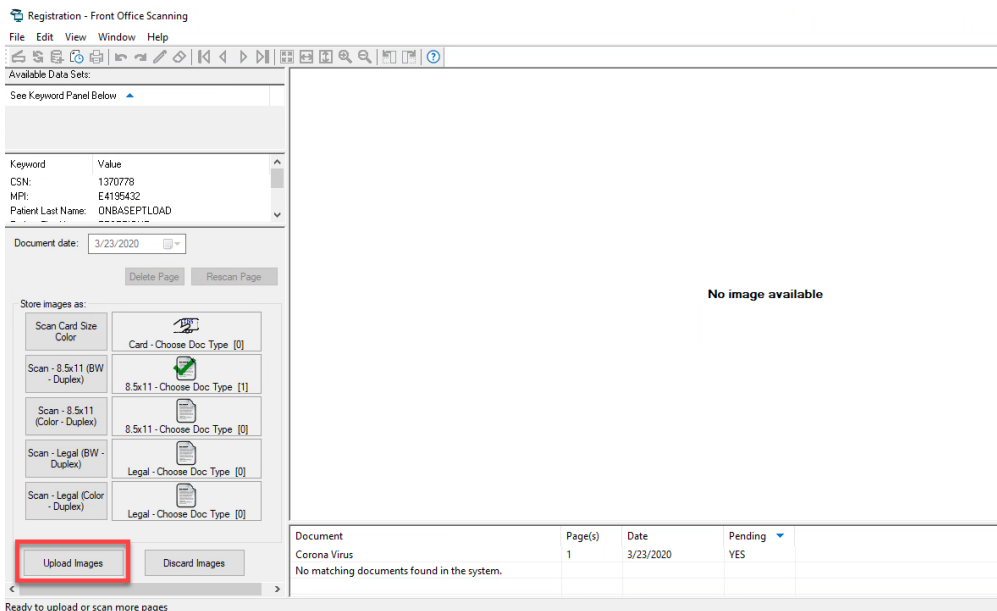
7. Select the **Corona Virus** document Type



8. Add a free-text description if needed or desired, then click **OK**



9. Click the **Upload Image** button.



10. The image is now uploaded into Epic and is visible in **Media Manager** and on the **Media** tab in Chart Review.

**Media Manager:**

Media Manager

▼ Filters | Clear All Filters | Refresh (3:53 PM) | Import | Scan | New E-Sig Form | Camera | Edit | ViewPlay | E-Sign | Delete | Find Patient | Edit Result

**Onbaseptload, Testeigh** MRN: 9000046

New files will be attached to: Patient: Onbaseptload, Testeigh [9000046]

Document ID	Internal ID	Description	Document Type	File Attached to	Import Date	Received Date
6202267	140318	Corona Virus	Corona Virus	BioReference COVID-19 PCR (SO) - Nasopharyngeal on 3/23/20	3/23/2020	3/23/2020
6202267	140318	Corona Virus	Corona Virus	BioReference COVID-19 PCR (SO) - Nasopharyngeal on 3/23/20	3/23/2020	3/23/2020

**Chart Review:**

Patient Name: Onbaseptload, Testeigh MRN: 9000046 Patient Class: None Dictation ID: None Insurance: EMBLEMHEALTH P... Allergies: Unknown: Not on File Adv Dir: None Height: None CrCl/Lab: <Patient... Visit Ins #1: None  
 DOB: 3/13/2006 EMPID: 300001665 Isolation: None Health Care Proxy: None Weight: None Last BMI: None Visit Ins #2: None  
 Sex: Female Bed: A13-09 A Pref Language: English Infection: None HHC Care Team: PCP: None  
 Patient Age: 14 y.o. Loc: NYC HEALTH... Interpreter Use: Interpreter Code: Not on file Admit Date/Time: 03/23/2020 0836

Chart Review

Snapshot | Encounters | Notes | Labs | Microbiology | Imaging | Cardiology | Procedures | Meds | Other Orders | Letters | Episodes | Referrals | Surgeries | Anesthesia Records | **Media** | LDA

Thumbnail View | Preview | Refresh (3:53 PM) | Select All | Deselect All | Review Selected | Side-by-Side | Route | ViewPlay | Load Remaining | Add to Bookmarks

▼ Filters

Date/Time	Document Type	Description	Enc Date	File Attached to
Today				
Today at 15:17	Corona Virus	Corona Virus	Today	03/23/2020 BioReference COVID-19 PCR (SO) - Nasopharyngeal [23825653]

Review Flows...  
Results Rev...  
Allergies  
History