NYC HEALTH+ HOSPITALS | H₂O

Front Office Scanning- Scanning COVID-19 Results to the Order Lev

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**

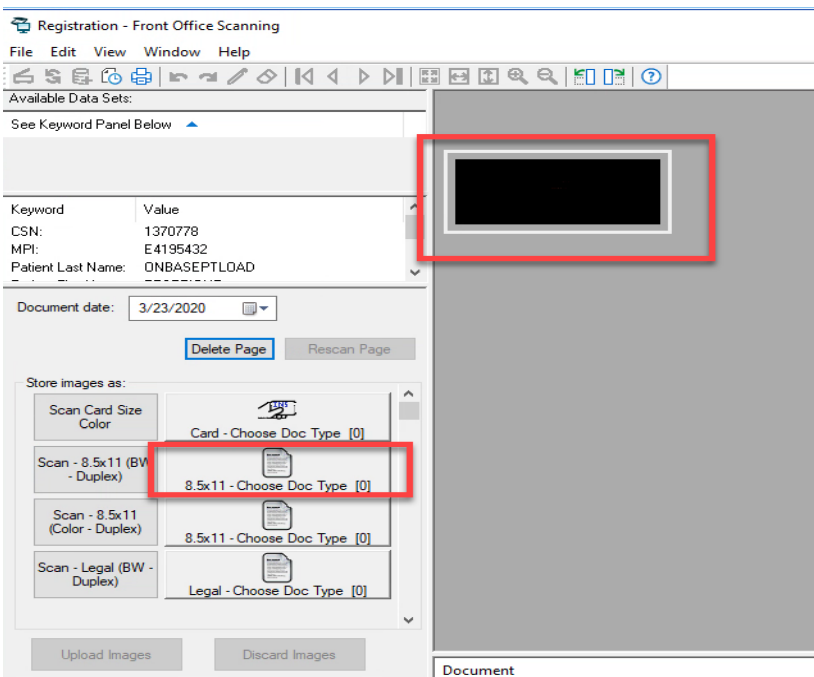3. Select the **All** radio button and select the COVID-19 Order to scan to

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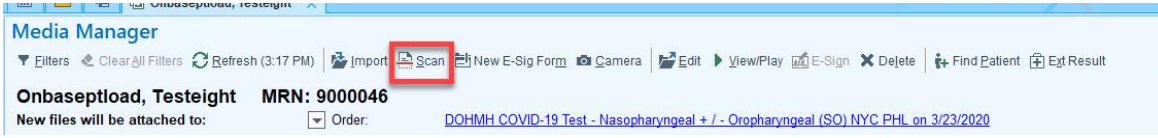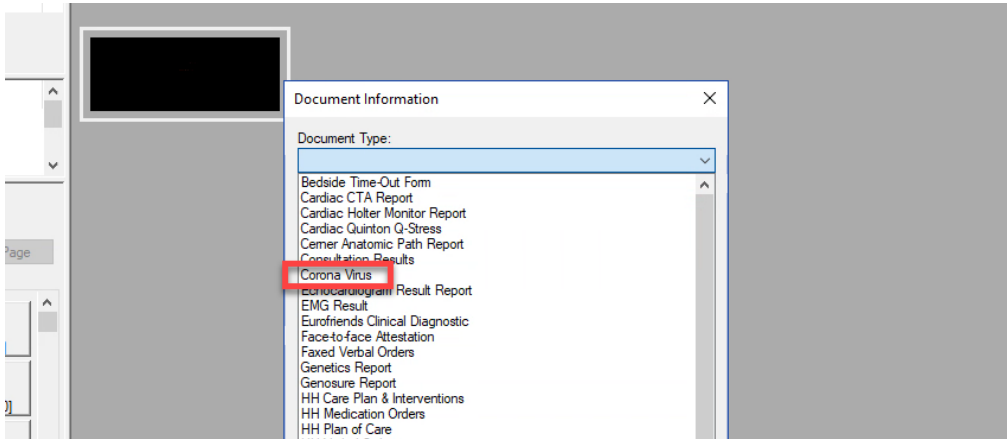

5. Load the document into the scanner and click **Scan**.
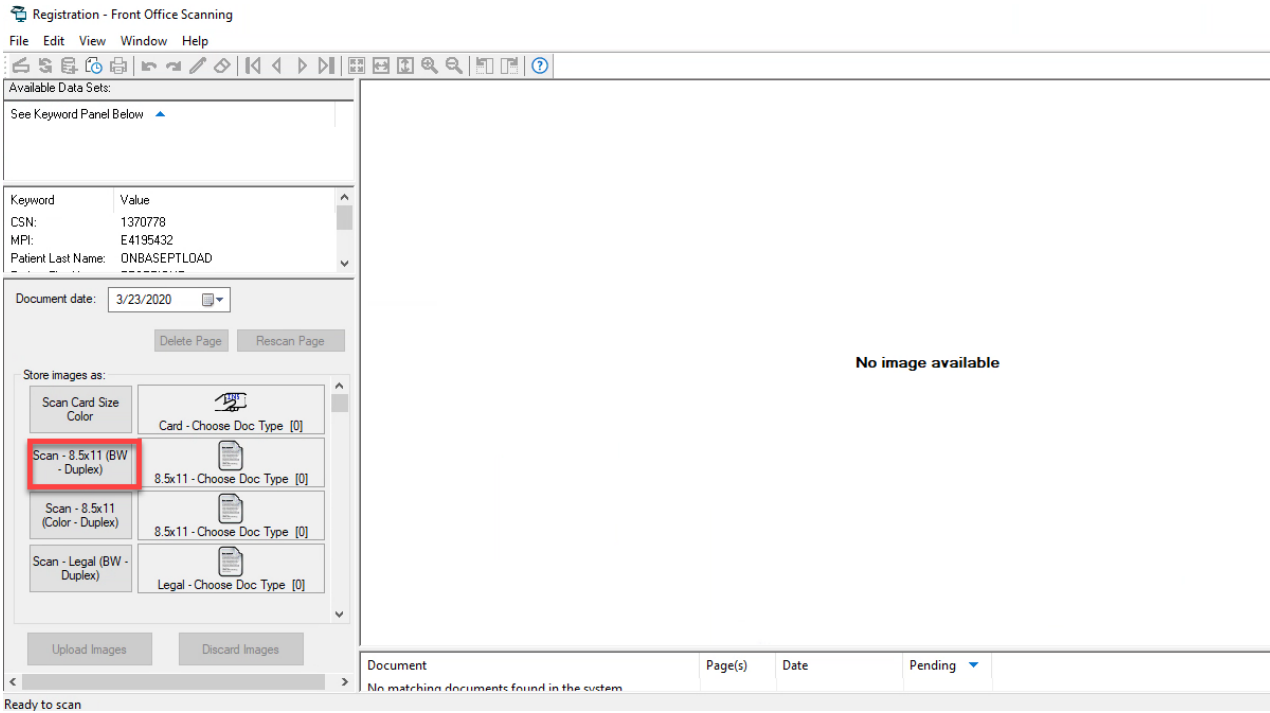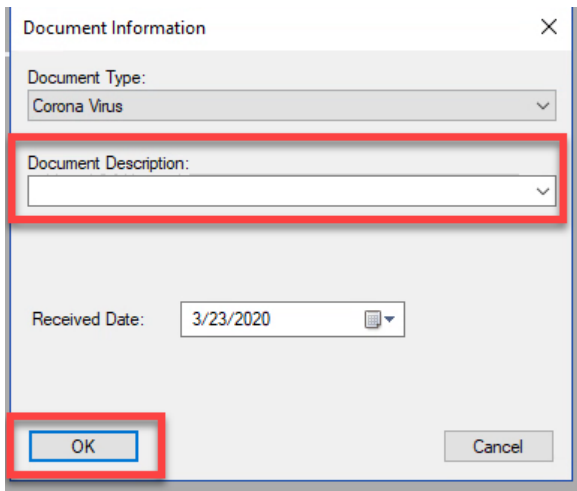

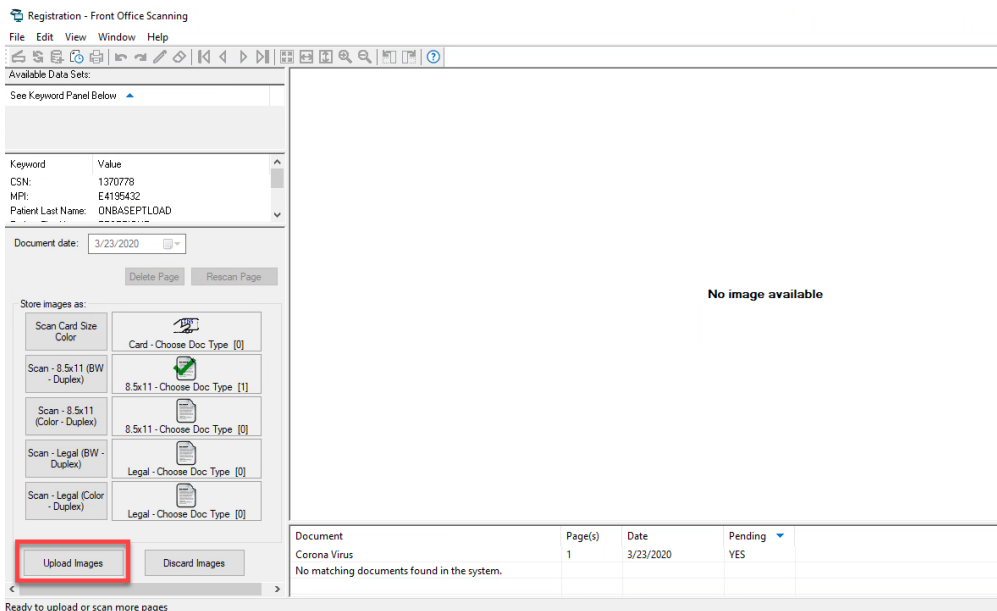**6.** Select your document and click the **Choose Doc Type** button.

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:

Chart Review: