

Scanning Research Informed Consents into PennChart

You now have the option to scan a copy of research informed consents into PennChart. They will be stored in the Media Tab as **Research Informed Consent**

DOCUMENT PREPARATION

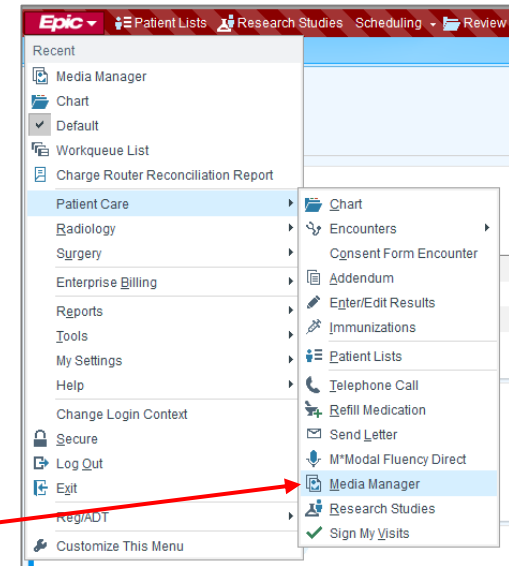
Preparation is needed before you scan documents. If the following actions are not taken scanning could cause damage to the document and/or the scanner.

- Remove all staples, paperclips, or other fasteners
- Separate any pages attached as carbon duplicates
- Unfold any folded documents
- Rotate all pages in the same direction

FIND THE PATIENT

Find the patient record you need to scan to.

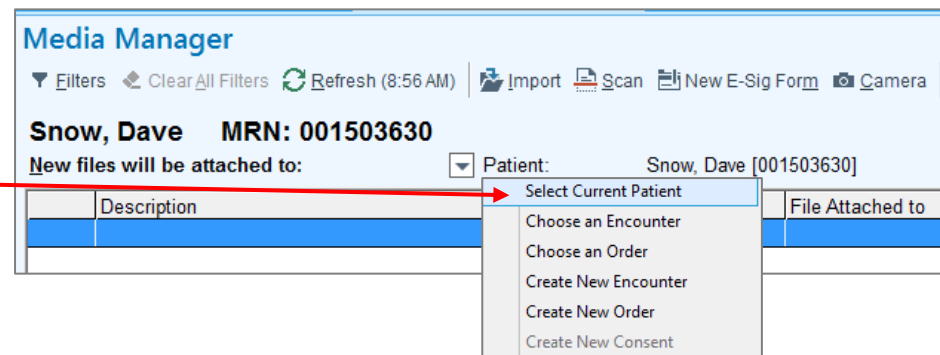
1. Log in to PennChart
2. Click the **Epic** button on the top left of the screen
3. Select **Patient Care**
4. Select **Media Manager**
5. Look up your patient in the patient look up window that appears



SCANNING LEVELS


Choose **Patient** to define WHERE the scanned document appears.

Use the drop down menu and **Select Current Patient**



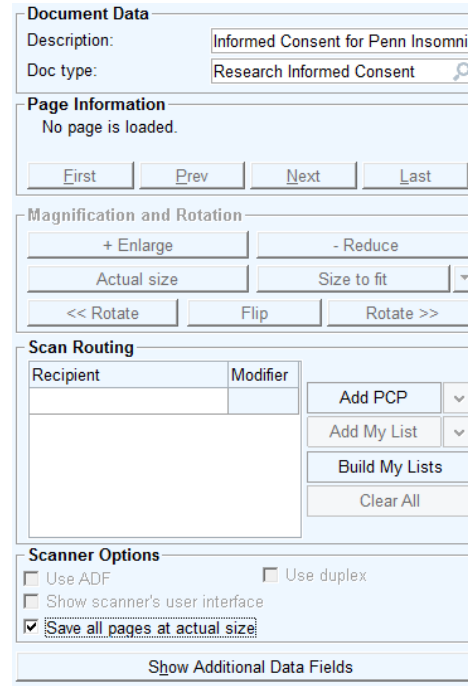
(Continued on page 2)

SCANNING

1. Place document in the scanner
2. Click the Scan button  in the activity toolbar at the top of the Media Manager window
3. The OnBase Front Office Scanning window will appear. Be sure to check the Document Data box and adjust accordingly if need be.

The document will be pulled through the scanner.

1. Enter a **Document Description**
2. Choose **Research Informed Consent** for the **Document Type**.



Document Data
Description: Informed Consent for Penn Insomnia
Doc type: Research Informed Consent

Page Information
No page is loaded.
First Prev Next Last

Magnification and Rotation
+ Enlarge - Reduce
Actual size Size to fit
<< Rotate Flip Rotate >>

Scan Routing

Recipient	Modifier

Add PCP
Add My List
Build My Lists
Clear All

Scanner Options
 Use ADF Use duplex
 Show scanner's user interface
 Save all pages at actual size
Show Additional Data Fields

3. After the document is indexed, a check mark will appear over the Index Document box. You **MUST** click **“Upload Images”** to place the document into PennChart. A row will appear in the media manager screen for the scanned document.

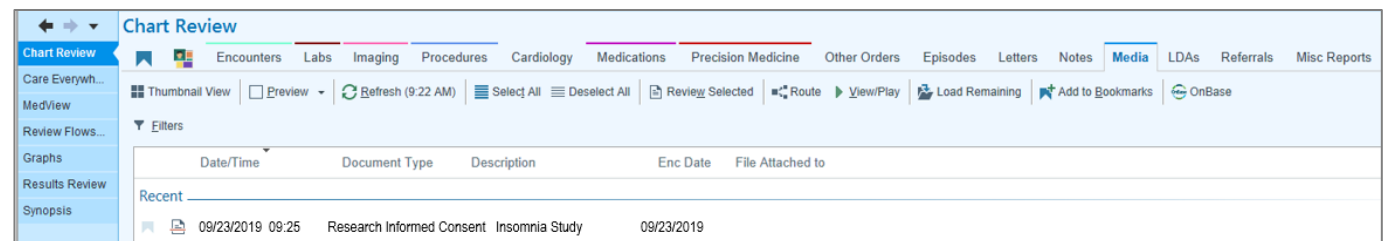


Chart Review

Encounters Labs Imaging Procedures Cardiology Medications Precision Medicine Other Orders Episodes Letters Notes Media LDAs Referrals Misc Reports

Thumbnail View Preview Refresh (9:22 AM) Select All Deselect All Review Selected Route View/Play Load Remaining Add to Bookmarks OnBase

Filters

Date/Time	Document Type	Description	Enc Date	File Attached to
09/23/2019 09:25	Research Informed Consent	Insomnia Study	09/23/2019	