PennChart

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

🐯 Penn Medicine

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

	Media Manager			
SCANNING LEVELS	▼ <u>Filters</u> & Clear <u>A</u> ll Filters C <u>R</u> efresh (8:56 AM)	P-1	mport 🚊 <u>S</u> can 🛃 New E-Sig	g For <u>m</u> 🖻 <u>C</u> amera
Choose Patient to define WHERE the scanned document appears.	Snow, Dave MRN: 001503630			
Use the drop down menu and Select Current Patient	New files will be attached to:	Pati	ent: Snow, Dave [0	01503630]
	Description		Choose an Encounter Choose an Order	File Attached to
		-	Create New Encounter	
(Continued on page 2)			Create New Order Create New Consent	

Recent	
🕑 Media Manager	
🗁 Chart	
✓ Default	
C Workqueue List	
Charge Router Reconciliation Report	
Patient Care	🚰 <u>C</u> hart
Radiology	🖓 Encounters 🕨
Surgery	Consent Form Encounter
Enterprise Billing	Addendum
Reports	Enter/Edit Results
Tools	M Immunizations
My Settings	. ∔≡ <u>P</u> atient Lists
Help	🐛 <u>T</u> elephone Call
Change Login Context	A Refill Medication
Secure	Send Letter
➡ Log <u>O</u> ut	🜵 M*Modal Fluency Direct
Exit	🕨 🔝 Media Manager
Reg/ADT	Research Studies
Customize This Menu	✓ Sign My <u>V</u> isits

Epic - 🚦 Patient Lists 📑 Research Studies Scheduling - 늘 Review



PennChart

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.				
<u>F</u> irst <u>P</u> r	<u>N</u> ext <u>L</u> ast			
_Magnification and Ro	tation			
+ 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				
Show Additional Data Fields				

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.

$\bullet \Rightarrow \bullet$	Chart Review
Chart Review	Precision Medicine Other Orders Episodes Letters Notes Media LDAs Referrals Misc Reports
Care Everywh	📰 Thumbhail Mau 🔲 Brailine - 📿 Bateab (6-12 AM) 🚍 Salad All = Dacabet All 🗈 Daviane Salada 📰 Davia Salada 🔹 Maul Brail
MedView	III Tuninovan Alex - O Tenesu (275 VIII) = General VII = G
Review Flows	▼ <u>F</u> itters
Graphs	Date/Time Document Type Description Enc Date File Attached to
Results Review	Recent
Synopsis	incent
	9/23/2019 09/23/2019 09/25 Research Informed Consent Insomnia Study 09/23/2019

