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

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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**.

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.