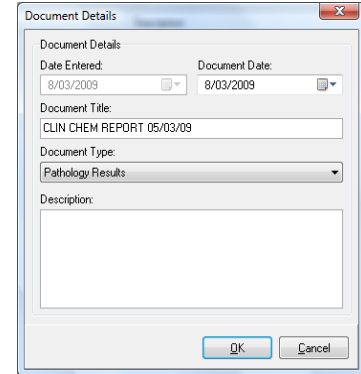


External documents may be scanned or imported into a patient's file directly or via the document holding bay.

## DIRECT SCANNING

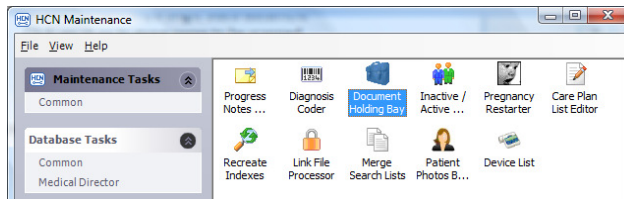
- In MD3 open **patient record** →select **document tab**
- Click on **scan** and enter **document details** (date, type, description etc) →OK
- Click yes or no if it is a **single sided document**
- Click yes or no to **more pages to be scanned**



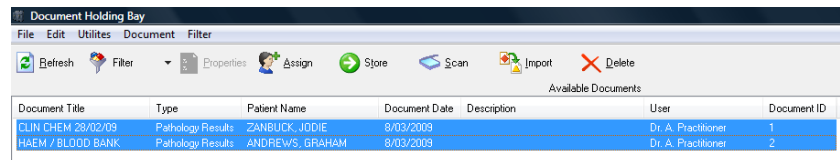
## SCANNING INTO DOCUMENT HOLDING BAY



- Open **HCN Maintenance** → **Database Tasks** →**Medical Director**
- Double click **Document Holding Bay** icon and enter **password**



- Click on **scan** and enter **document details** (date, type, description etc) →OK
- Click yes or no if it is a **single sided document**
- Click yes or no to **more pages to be scanned**
- **Highlight document** in top part of screen and **preview** it on lower part of screen
- Click **assign** and **search for the patient's name** from MD list
- **Highlight patient's name** and click **OK**
- **Highlight document (s)** to be stored and click on **store** button to move it to the patient's record and remove it from the document holding bay.



Document Title	Type	Patient Name	Document Date	Description	User	Document ID
CLIN CHEM 28/02/09	Pathology Results	ZANBUCK, JODIE	8/03/2009		Dr. A. Practitioner	1
HAEM / BLOOD BANK	Pathology Results	ANDREWS, GRAHAM	8/03/2009		Dr. A. Practitioner	2

## IMPORTING EXTERNAL FILES INTO THE DOCUMENT HOLDING BAY

- Open **HCN Document Holding Bay** → **Database Tasks** →**Medical Director**
- Double click **Document Holding Bay** icon and enter **password**
- Click on **import** and **select documents** to be imported from other location within the computer
- **Highlight document** in top part of screen and **preview** it on lower part of screen
- Click **assign** and **search for the patient's name** from MD list
- **Highlight patient's name** and click **OK**
- **Highlight document (s)** to be stored and click on **store** button to move it to the patient's record and remove it from the document holding bay.