


# EMR

## Viewing Scanned Documents

1. Clinical documents are stored in the EMR by visit.

-  Select **Other Visit** to look at documents scanned during a previous visit. Then, choose ALL visits or a specific visit.


2. Clinical documents scanned into MEDITECH will be found in the following panels:

- Order History
- Notes
- Laboratory
- Imaging
- Other Reports
- Summary - Risk/Legal




(see the **Quick Reference Guide Scanned Documents in the EMR** for details)

3. Scanned documents are indicated by a camera icon.



- If the row is white, click on the camera icon.

Order Date	Order Time	Service Date	Service Time	Ordered By	Category	Procedure	Status
5/26/16	13:54	5/26/16	13:54	Not Specified	Scanned	Physician Orders Sca...	Scanned 

- If the row is yellow, instead of clicking on the camera icon, click on the row. Yellow rows indicate multiple documents with the same name. If you click on the camera icon on the yellow row, you will only see the LAST document which was scanned and may miss the one you are looking want.

Summary - Risk/Legal				
Summary List	Diagnoses	Indicators	Risk/Legal	Demographics
Providers	Visit	Contacts	Insurances	Abstract
Advance Directive Date On File	Yes	5/11/16		
Advance Directive		5/11/16		
Consent Form		5/11/16		
Admissions Scanned Document		5/11/16		

Yellow row means multiple documents. Click the yellow row name, not the camera icon, to view all scanned documents.

Consent Form - History				
Date	Time	Report	Status	Image
4/20/16	16:21	Consent for Transfer	Scanned	
4/20/16	16:12	Consent General	Scanned	
4/6/16	21:43	eCOA-Conditions of Admission	Scanned	