

Imaged Documents – Additional Features

Utilising additional functionality to effectively view imaged documents

“Imaged Documents” refers to the patient’s medical records which have been entered into PowerChart and accessible through a secondary application called CRIS_PC (Clinical Records Information System in PowerChart). This material includes scanned versions of any paper record pertaining to the patient and also **photographs**, **video** and **audio** files.

This quickstart outlines the features within CRIS_PC which provide additional functionality and efficiency when viewing scanned medical records.

(For information on how to open an imaged document through CRIS_PC, refer to the quickstart titled “Imaged Documents – Accessing in PowerChart”.)

1. Annotations

Sometimes a scanned document requires an additional note or comment. This information is inserted as an **annotation** by medical records staff when scanning the document into CRIS_PC. You are able display or hide these annotations. NB the annotation function should be switched on to all users’ access as this contains important additions to the record.

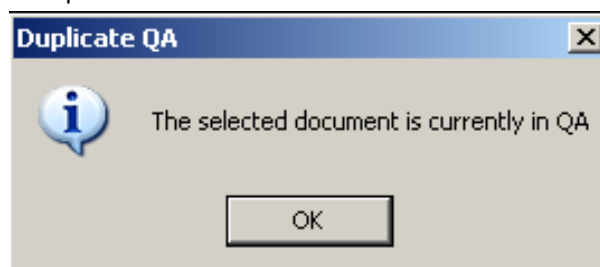
To display annotations

- Access the imaged document through CRIS_PC.
- Click on the **Annotations** button on the toolbar at the top of the screen.
(Click again on this icon to hide annotations)

2. Quality Assurance Message Queues

The **Image QA** button allows you to report any issues identified with the scanned record back to medical records. The QA message is sent to a queue and reviewed by a medical records staff member once a week. For the same document, if another QA message is sent to medical records before the previous message is removed from the queue, a duplicate warning will appear and the new message will be cancelled.

NOTE: Medical records will send you a notification stating the result of the review.. If an urgent change is required, the Medical Records Department should be contacted on x52356 to make this change.



3. Easy location of Documents Not Attached to a Visit

‘Miscellaneous’ documents that do not relate to a specific patient visit can be easily located with the **Patients Documents** icon. Some examples of what you may find could be a referral for a future visit, a pathology result for a future booking, letters not pertaining to a particular visit etc.

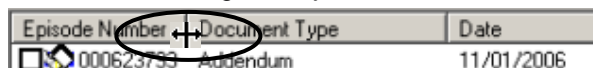


4. Set Default Column Widths ,Sorting and Column Order

When in CRIS_PC, any changes you make to the columns are retained the next time you access the application. Such changes are:

Changing column widths

- Click and drag between two column headings to adjust column width



Episode Number	Document Type	Date
<input type="checkbox"/> 000623793	Addendum	11/01/2006

or

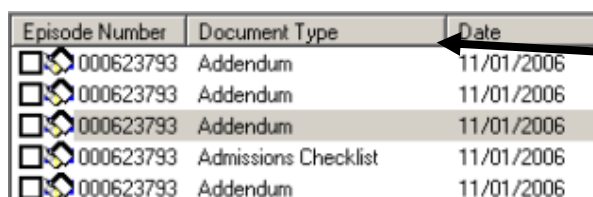
- Double-click between two column headings to automatically change the column width to fit the longest piece of information in that column

Column Sorting

- Click on the column heading to sort in ascending/descending order

Moving column headings

- Click and drag a column heading and drop it to where you would like it to appear



Episode Number	Document Type	Date
<input type="checkbox"/> 000623793	Addendum	11/01/2006
<input type="checkbox"/> 000623793	Addendum	11/01/2006
<input type="checkbox"/> 000623793	Addendum	11/01/2006
<input type="checkbox"/> 000623793	Admissions Checklist	11/01/2006
<input type="checkbox"/> 000623793	Addendum	11/01/2006

Once changed, column widths, orders and sorting settings are retained.