QUICKSTART

A series of helpful guides provided by the Information Technology Department

Imaged Documents – Viewing Tips

This quickstart covers some tips to help you view medical records more effectively in PowerChart. It includes arranging the document and image windows to show on the screen simultaneously, displaying more than one image at a time and enhancing the quality of hand-written notes.
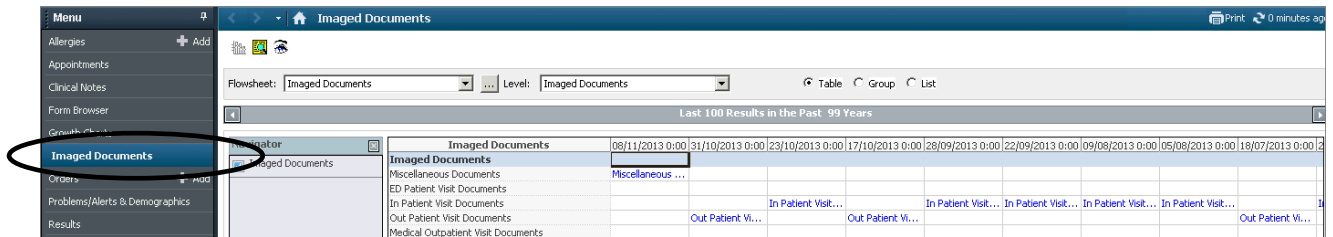
Accessing Imaged Documents

- Open a patient's chart in PowerChart.
- Click on **Results** from the left-side menu, then click on the Imaged Documents tab
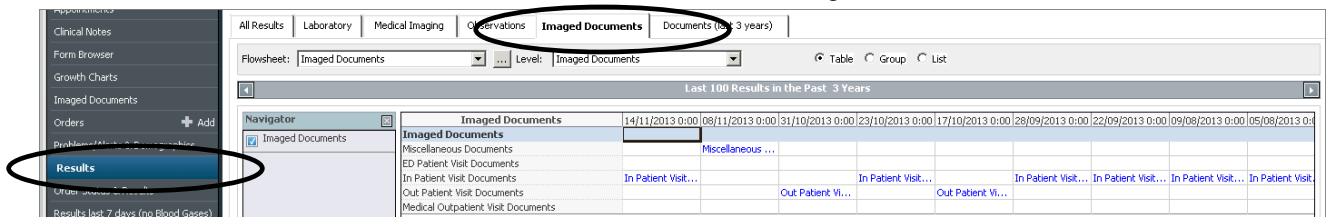
OR

- Click on **Imaged Documents** from the left-side menu. (Note Randwick staff will not have this option)

The medical records are ordered by visit type (such as in patient visit, out patient visit) and by date.
(Note to Randwick staff: Click on Results in the menu, then click on the Imaged Documents tab)

- To view the medical records associated with a visit, double click on a cell containing the visit description. if you are unsure of the visit you want, double click on any link and sort by episode type once in CRIS_PC.

- The CRIS-PC window opens, displaying a list of documents that were associated with the selected visit (or episode).

Viewing the document list and the scanned result simultaneously

When there is a large quantity of imaged documents available for a patient, it can be time consuming trying to locate a specific note, letter, report etc. Within CRIS_PC, both the window displaying the document list and that displaying the actual scanned record can be arranged in a style to allow you to quickly and efficiently move from one scanned record to the next.

Arranging your windows in CRIS_PC

The following procedure only has to be carried out once. The settings will be retained after you exit the application using the **Exit** button (located on the toolbar of the document list window)

- In CRIS_PC, **maximise** the **outer** CRIS_PC window. The Maximise button is found in the top right of the outer window. Once a window is maximised, the Maximise button is replaced with the Restore button..
  Note, this window may already be maximised (you will know this if the **Restore** button is visible instead).
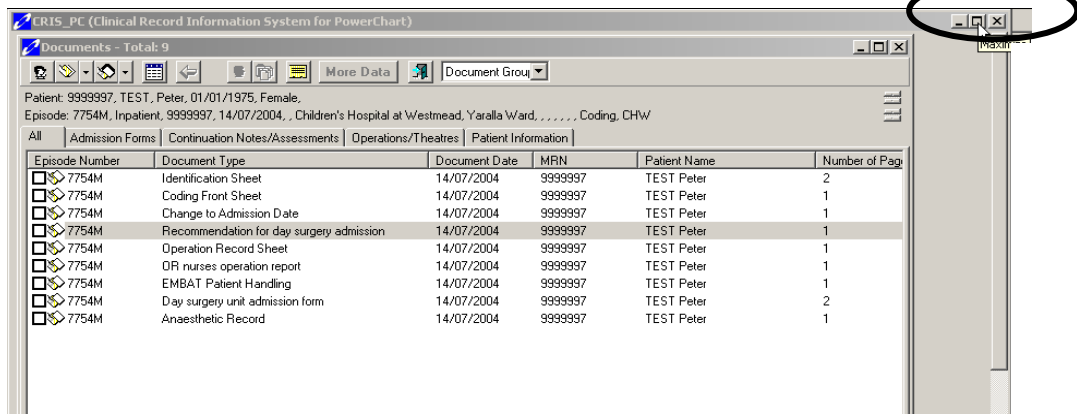
- The window which displays the list of patient documents appears within the CRIS_PC window. Resize this window to make it display fully within the first vertical half of the screen (as shown below).
  Resizing is achieved by positioning your cursor at the edge of the window and dragging in or out. You can also move the window by clicking on the blue title bar along the top of the window and drag the window into position.

Click and drag on the blue title bar to move the window into position.
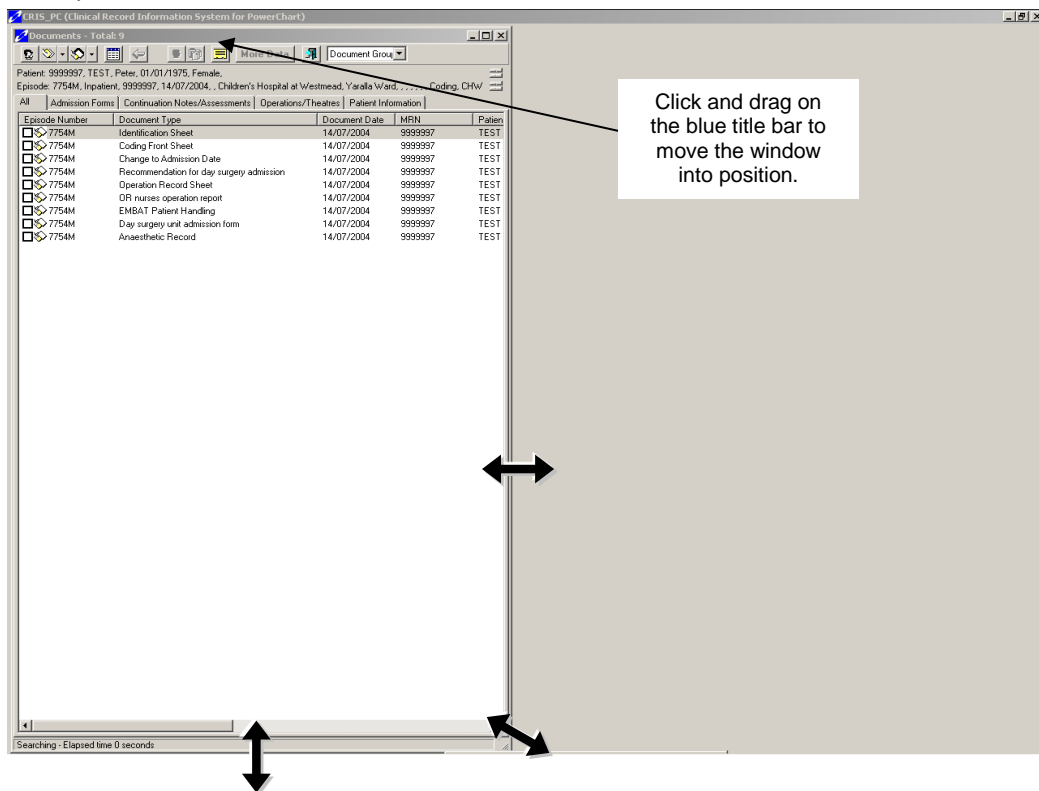
| *Information:*	If you find that you cannot resize the window, it may be because the window is maximised. A maximised window cannot be resized.
	Click on the **Restore** ⬜ button in the top right of the window. You should now be able to resize the window using resize arrows which appear when you position your mouse over any edge of the window.

- Double-click on a document within the document list.
  This opens a third window which displays the scanned document image.

- Resize this window as well, positioning it in the second vertical half of the screen.
  Both windows should now appear side by side (as shown below).
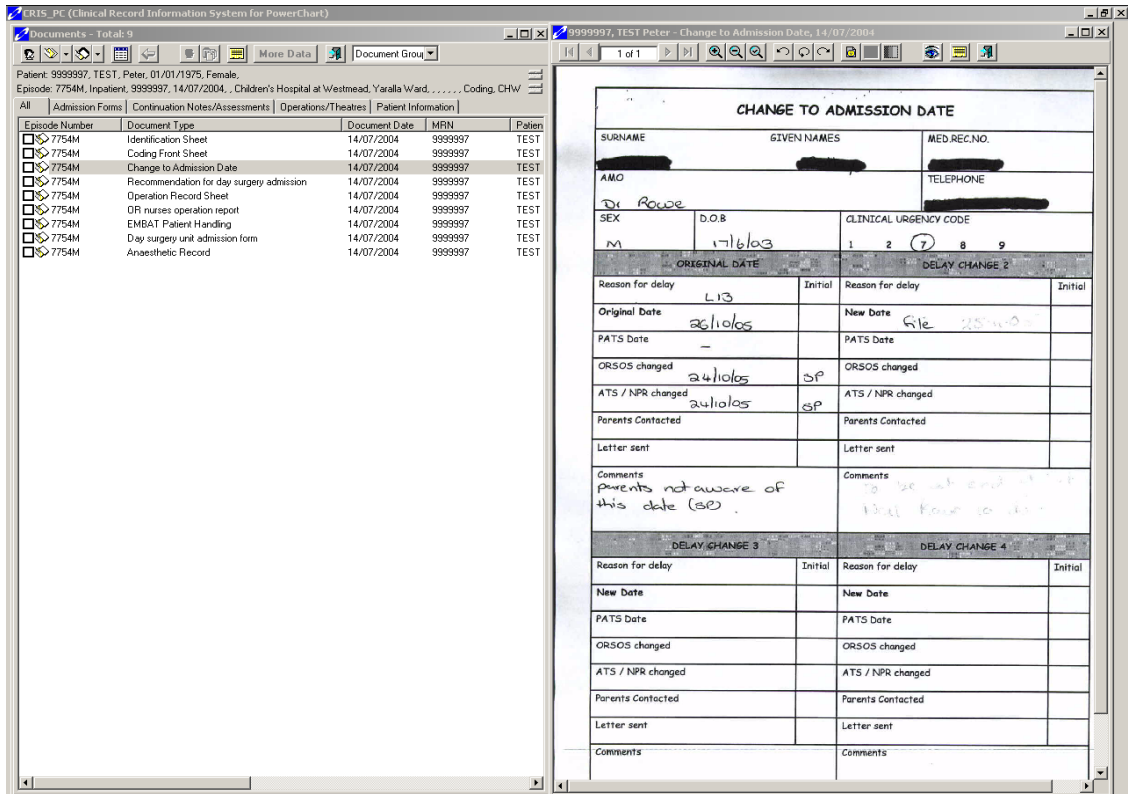
- Double-click a second document from the document list on the left of the screen. The previous scanned document is replaced with the new document on the right side of the screen.

- When you are finished viewing documents in CRIS_PC and ready to return to PowerChart, exit by clicking the **Exit** button on the toolbar of the **Document List** window.
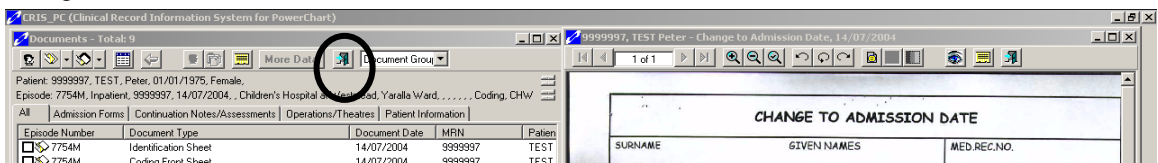

- The next time you launch CRIS_PC, the windows will appear in the size and position you had worked with previously.

Multiple Image Windows

You are able to display an image in a new image window, without changing the contents of other open image windows.

- Within CRIS_PC, select the document you wish to view and double click.
  The document image opens in a separate window.

- To open another image simultaneously, activate the documents window, right click on the next document you wish to open and select **Open in New Image Window.**
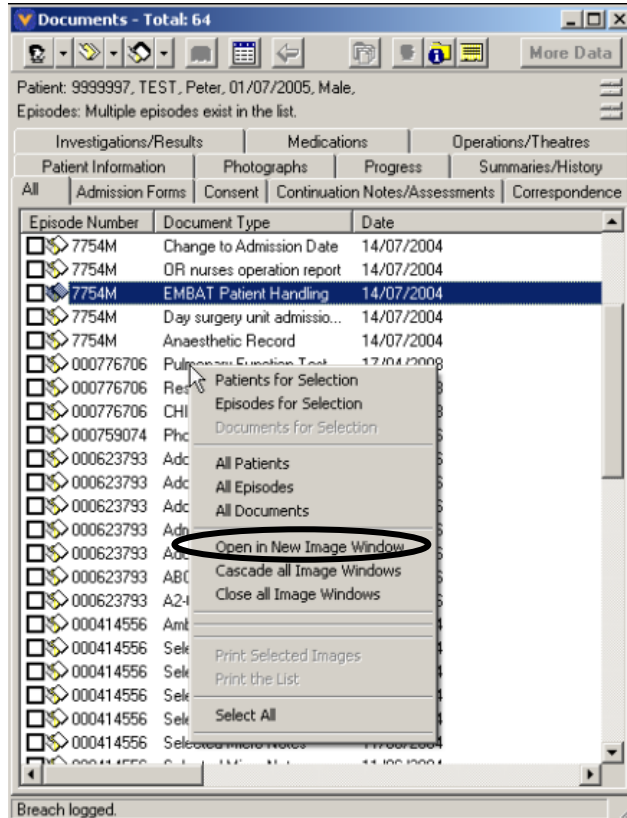
- The second image opens in an additional window. The separate image windows can be moved by clicking and dragging on the blue title bar at the top of the window.

Click and drag the blue title bar to move window

Continue this process for additional documents you wish to view in separate windows.

- To close all open windows, activate the documents window, right click anywhere within the window and select **Close all Image Windows**.

Navigation Tips

Navigate using the Keypad

When viewing an imaged document, the **keypad** can be used to navigate to and manipulate images in the viewer window. The following table outlines what keys can be used for specific functions:

Key	Action
/	Zoom out of image
*	Zoom into image
-	Restore to default image size
+	Close image window
Page Up	Navigates to next page in a multi-page image
Page Down	Navigates to previous page in a multi-page image
Home	Navigates to very first page in a multi-page image
End	Navigates to very last page in a multi-page image
Delete	Displays next image from document list
Insert	Displays previous image from document list
Shift ← Shift → Shift ↑ Shift ↓	Scrolls left, right, up or down the page of a zoomed in image.