

Imaged Documents - Viewing when PowerChart is Unavailable

Accessing Imaged Documents using the Document Imaging system

The **Document Imaging** icon is available for viewing medical records **only during periods when PowerChart is unavailable.**

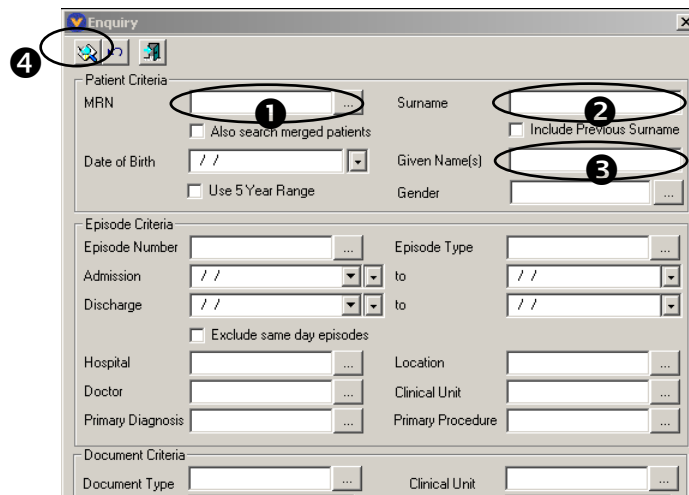
- From the NAL window, double click on the **Document Imaging** icon to start the application.




- Enter your Novell username and password in the User Name and Password boxes respectively. This is the same password you use to log onto your computer and your email.
 - Press the *[Enter]* key
- or
- Click on the **Login** button.

Finding a Patient

- Enter the patient's MRN (❶). NOTE: You **MUST** type in the leading zero if the patient's MRN is 6 digit e.g. 0999999. For MRN 1000001 for example, the direct MRN can just be entered.
- or
- Enter the patient's Surname (❷) and Given Name (❸)
- Press the *[Enter]* key

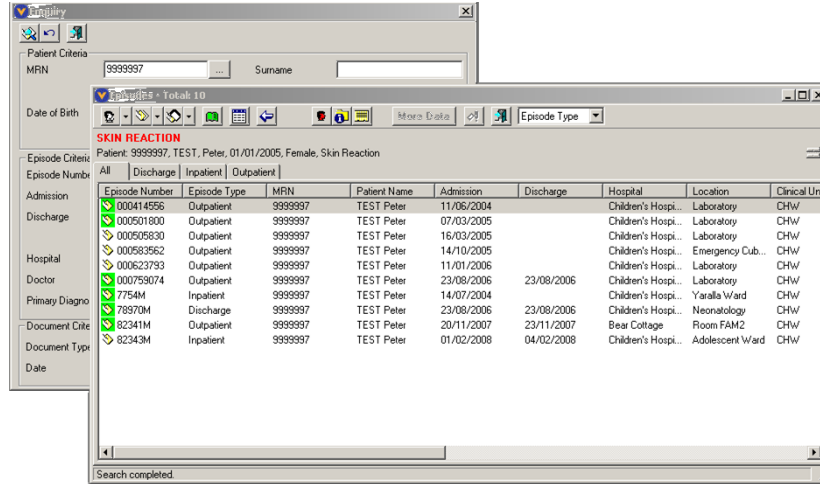


Information:

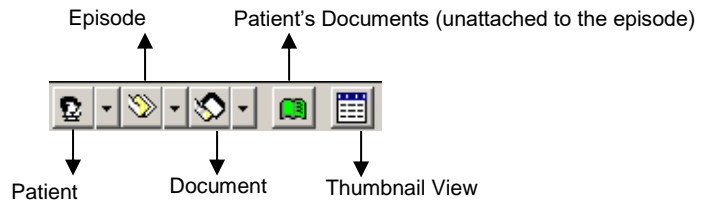
Clicking on the search icon  (🔍) has the same effect as pressing the [Enter] key once you have typed the MRN or Surname and Given Name(s).

View Patient details


Once a patient record has been opened, all further actions are carried out using the same method as accessing Imaged Documents from PowerChart.



- Select the required document by using the Episodes and Documents buttons.
- Double click on the document to open it.



Tip:

- If you used Enter the patient's Surname and Given Name to search for a patient there is a possibility that more than one patient will exist with the same name. 
 - Click on the Patient button to view by patient names.
 - Double click on the required patient to view the episodes for that patient.