

QUICKSTART

A series of helpful guides provided by the Information Technology Department

## 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 <u>only during periods when</u> <u>PowerChart is unavailable</u>.

• 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 (●). NOTE: You <u>MUST</u> 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 (2) and Given Name (3)
- Press the [Enter] key

8			
Enquiry			
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Patient Criteria			
MRN C		Surname 🕻	
	Also search merged patients		Include Previous Surna
Date of Birth	11	Given Name(s) 🕻	B
	🔲 Use 5 Year Range	Gender	
– Episode Criteria –			
Episode Number		Episode Type	
Admission	11 •	to	11
Discharge	11 .	to	11
	Exclude same day episodes		
Hospital		Location	
Doctor		Clinical Unit	
Primary Diagnosis		Primary Procedure	
– Document Criteria			
Document cittena			

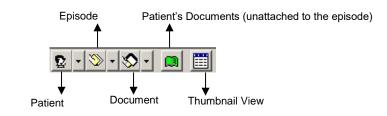
Information:	Clicking on the search icon $\textcircled{(0)}$ ( $\textcircled{0}$ ) has the same effect as pressing the [Enter]
	key once you have typed the MRN or Surname and Given Name(s).

## **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.

Date of Birth		I I ment	1 - 1				_		_ 0
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5	<b>SKIN REACTION</b>								
Episode Criteria F	Patient: 9999997, T	EST, Peter, 01/01/	/2005, Female, Ski	n Reaction					
	All Discharge	Inpatient Outpa	itient						
Admission [	Episode Number	Episode Type	MBN	Patient Name	Admission	Discharge	Hospital	Location	Clinical
	000414556	Outpatient	9999997	TEST Peter	11/06/2004		Children's Hospi	Laboratory	CHW
Discharge	S 000501800	Outpatient	9999997	TEST Peter	07/03/2005		Children's Hospi	Laboratory	CHW
	3 000505830	Outpatient	9999997	TEST Peter	16/03/2005		Children's Hospi	Laboratory	CHW
	000583562	Outpatient	9999997	TEST Peter	14/10/2005		Children's Hospi	Emergency Cub	CHW
	000623793	Outpatient	9999997	TEST Peter	11/01/2006		Children's Hospi	Laboratory	CHW
	S 000759074	Outpatient	9999997	TEST Peter	23/08/2006	23/08/2006	Children's Hospi	Laboratory	CHW
	5 7754M	Inpatient	9999997	TEST Peter	14/07/2004		Children's Hospi	Yaralla Ward	CHW
Primary Diagno	5 78970M	Discharge	9999997	TEST Peter	23/08/2006	23/08/2006	Children's Hospi	Neonatology	CHW
	S 82341M	Outpatient	9999997	TEST Peter	20/11/2007	23/11/2007	Bear Cottage	Boom FAM2	CHW
	🏷 82343M	Inpatient	9999997	TEST Peter	01/02/2008	04/02/2008	Children's Hospi	Adolescent Ward	CHW
Date									
/010									

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



Tip:	<ul> <li>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</li> </ul>
	name.
	<ul> <li>Click on the Patient button to view by patient names.</li> </ul>
	• Double click on the required patient to view the episodes for that patient.