Quickstart

The Sydney children's Hospitals Network
care, advocacy, research, education

SCH Imaged Documents - Viewing when PowerChart is Unavailable

Document Imaging Citrix

Accessing SCH Imaged Documents using the Document Imaging system

The Document Imaging icon is available for viewing medical records <u>only during periods when PowerChart is</u> <u>unavailable</u>.
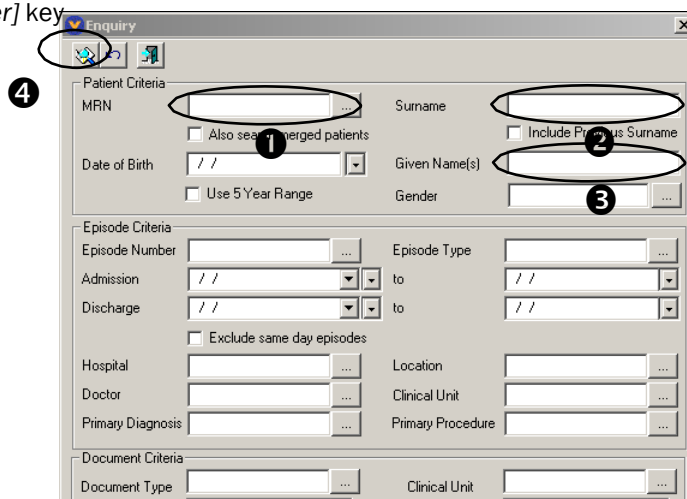
• From the AL window, double click on the Document Imaging icon to start the application.

• 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 with a **R** as a prefix (❶).
  NOTE: You <u>MUST </u>type in the leading zero if the patient's MRN is 6 digit e.g.
  R0999999. For MRN R1000001 for example, the direct MRN can just be entered.
- or
- Enter the patient's Surname (❷) and Given Name (❸)
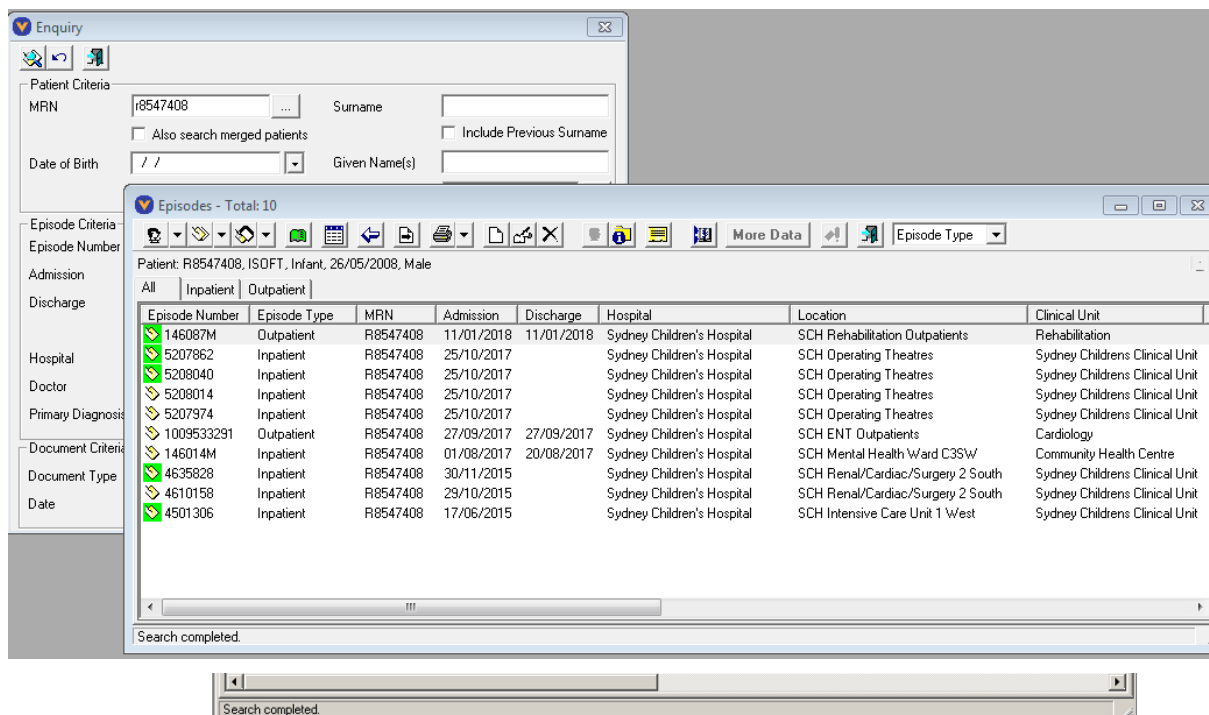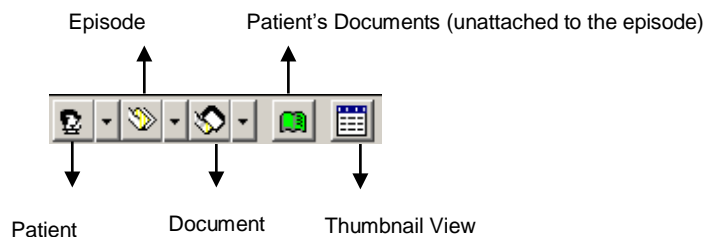- Press the *[Enter]* key

Information:

Clicking on the search icon (❹) 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 SCH Imaged Documents from PowerChart.

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

Episode		Patient's Documents (unattached to the episode)
Patient	Document	Thumbnail View

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.

Further information about using CRIS-PC can be obtained from the relative Imaged Documents Quickstart available from the Intranet.