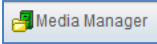


Media Manager Scanning

Follow these steps to scan via Media Manager.

The recommended maximum numbers of pages to scan through Media Manager is 10 to 15.

1. Click the **Media Manager** button on the Hyperspace toolbar. 

Tip: If the button is not on your Hyperspace toolbar, Media Manager is also accessible by clicking **Epic button > Patient Care > Media Manager**.

2. Type in the patient identifiers to search for your patient in the **Patient Lookup** window.


3. It is important to choose the appropriate **Level** to scan the document to a chart.

▼ Patient:

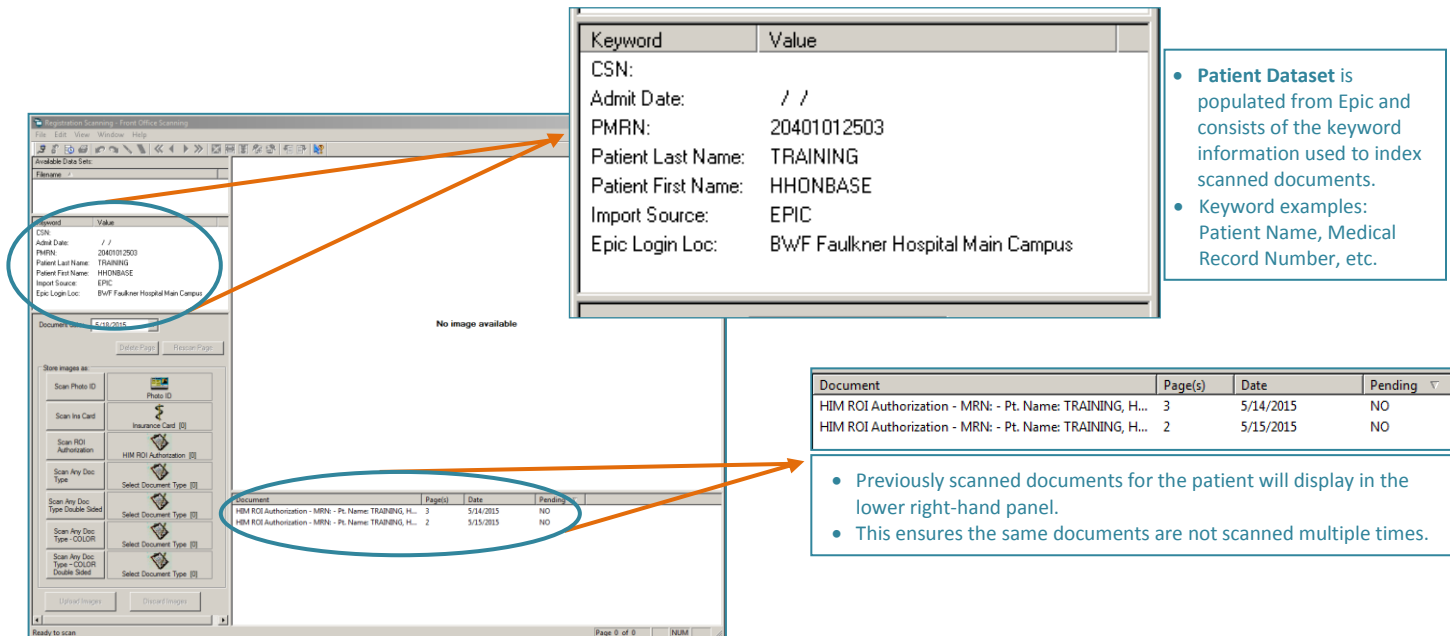
- Select Current Patient
- Choose an Encounter
- Choose an Order
- Create New Encounter**
- Create New Order
- Create New Consent

Note: Levels help distinguish where documentation belongs in a chart. Only appropriate document types will appear for each level chosen.

Level	Description	Examples	Tip Sheet(s)
Select Current Patient	Scans to the patient level; not specific to an encounter.	Power of Attorney Photo ID Administrative Forms	Scanning Patient Level Doc Types
Choose an Encounter	Scans to a specific, chosen encounter (e.g. office visit); a prompt will appear to select the encounter.	Procedure Note Consent for Procedure Radiology Report	Scanning Encounter Level Doc Types
Choose an Order	Scans to a specific internal order result; a prompt will appear to choose an order on the patient chart.	Historical Lab Outside Procedure EKG Report	Scanning Order Level Doc Types
Create New Encounter	Scans to new encounters (upcoming appointment or visit outside of Partners network); a prompt will appear to create an encounter on the patient chart.	See "Choose an Encounter"	Scanning Encounter Level Doc Types Scanning Pre-Visit Documentation
Create New Order	Scans order result documentation performed outside of Partners or for an upcoming visit; a prompt will appear to create a new order on the patient chart.	See "Choose an Order"	Scanning Order Level Doc Types Scanning Pre-Visit Documentation

4. Select the **Scan** button in the toolbar to launch the Front Office Scanning module. 

Note: Although it may not be noticeable, the new window that opens up is the OnBase application.



Keyword **Value**

CSN:

Admit Date: / /

PMRN: 20401012503

Patient Last Name: TRAINING

Patient First Name: HHONBASE

Import Source: EPIC

Epic Login Loc: BWF Faulkner Hospital Main Campus

Document	Page(s)	Date	Pending
HIM ROI Authorization - MRN - Pt. Name: TRAINING, H...	3	5/14/2015	NO
HIM ROI Authorization - MRN - Pt. Name: TRAINING, H...	2	5/15/2015	NO

- Patient Dataset is populated from Epic and consists of the keyword information used to index scanned documents.
- Keyword examples: Patient Name, Medical Record Number, etc.
- Previously scanned documents for the patient will display in the lower right-hand panel.
- This ensures the same documents are not scanned multiple times.

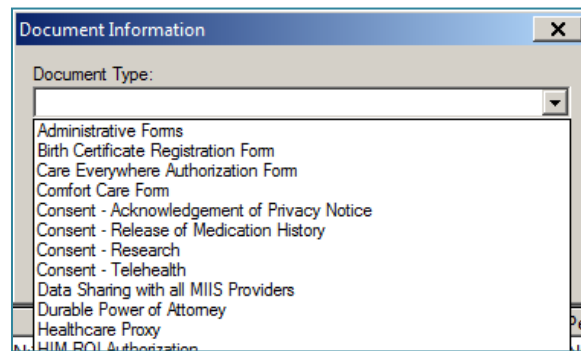
- Place the document in the scanner with the appropriate orientation for the scanner you are using.
- Choose what you want to scan on the left side of the **Store Images As** section.

Example: Scan ROI Authorization, Scan Any Doc Type, etc.

- These buttons are pre-configured to scan in black & white or color, and to scan either one side of the page (simplex) or both sides of the page (duplex).
 - Once the button is clicked, the document will be scanned.
 - After the document is scanned, the document will display in the upper right-hand pane of the window.
 - If you are not satisfied with the currently displayed image, you can select Rescan or Delete to correct the page.
- To begin Indexing, click the appropriate button on the right side of the **Store Images As** section to assign that document to a document type.

Example: If you scanned using the **Scan Any Doc Type** button, click **Select Doc Type**.

- Choose the **Document Type** from the dropdown menu:



- Enter a **Document Description** and select **OK**.

Note: Once the document has been assigned to a document type, it will appear as a line item in the lower right-hand pane of the *Front Office Scanning viewer*.

- A checkmark will appear on the document type button when clicked.
- Continue scanning and indexing additional documents for that patient.

- Select **Upload Images** in the bottom left-hand corner to upload the scan to OnBase.

Once uploaded, the scanned documents and descriptions will then be viewable in Epic. If mistakes are made during indexing, instead of clicking **Upload Images**, you can click **Discard Images** in the bottom left-hand corner and start over again. Once a document is uploaded it cannot be deleted in Media Manager. Follow the Doc Corrections workflow, or refer to the Doc Corrections tipsheet, to request the document be deleted.

Note: If the Doc Type was mapped to a Note Type in Epic, may need to choose and accept the Note Author before it is uploaded into Epic.

Additional Notes:

- If there are other documents to scan to the **same patient**, start the process from step **3**, and continue.
- If there are other documents to scan to a **different patient**, start the process from step **1** and continue.