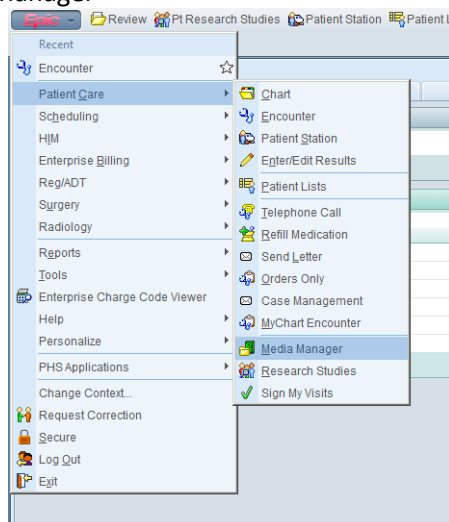# Importing documents and images into Epic for Research

This tip sheet is for Research Study Staff to import images and previously scanned documents into Epic.

Import the Image

Import the Image into Hyperspace using the Media Manager

1. Select the Epic button
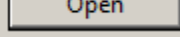2. Choose Patient Care
3. Choose Media Manager

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

5. Choose what [▼]Patient: Level to scan the document to.
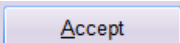   *Note - Through Media Manager you can scan to the Patient, Encounter, and Order levels.*

6. Select the [📂Import] Import button in the toolbar.

7. Select the document to upload and click the [Open] Open button

    Note - The window will default to your Citrix desktop. If your document is on your local computer,

    you will need to click on Local Disk C:>Users>[your user name]>find where the document is

    on your computer.
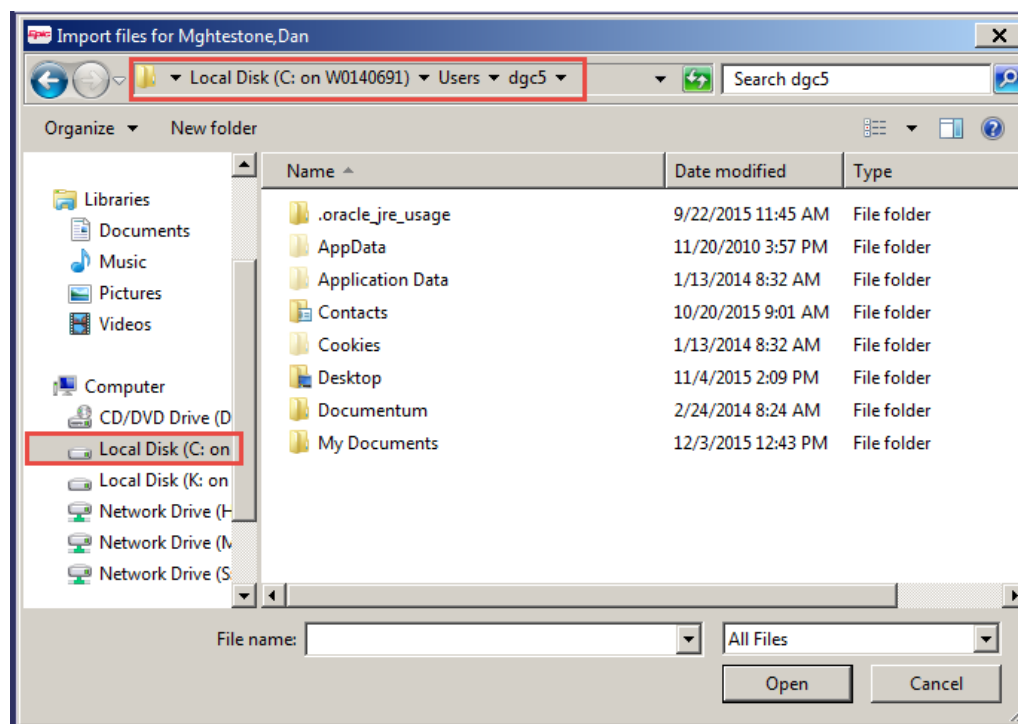
8. In the 'Doc Type' field select the 🔍 magnify glass icon and select a type and click the **Accept** Accept button.

For Research consent forms use the document type = 'Consent -Research'.
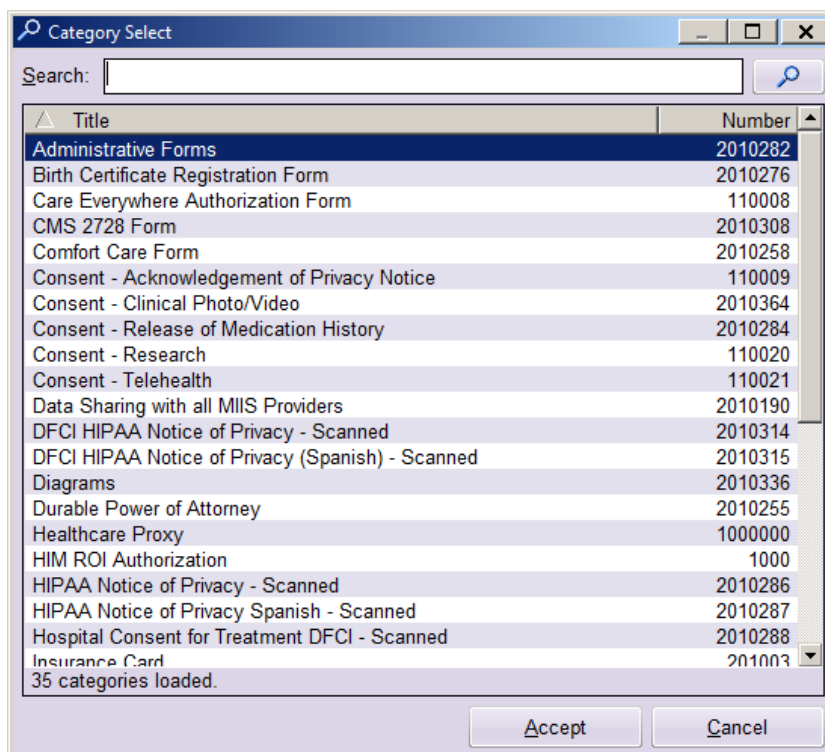
9. Optional: Enter a description in the Description field. This field defaults to the file name.

   Note –Entering a meaningful description will make it easier for others to understand the document content without having to open it.

10. Optional: If you would like to notify a user that this document has been added to the medical record, click in the Recipient field in the **'Send Import Notification To'** section.
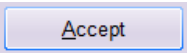
    a) In the Recipient field, click the 🔍 magnify glass to open the search box.

    b) Enter the name in the Search field and click the 🔍 magnify glass at the end of the field.

    c) In the search results, click on the name to highlight and click the [Accept] Accept button.
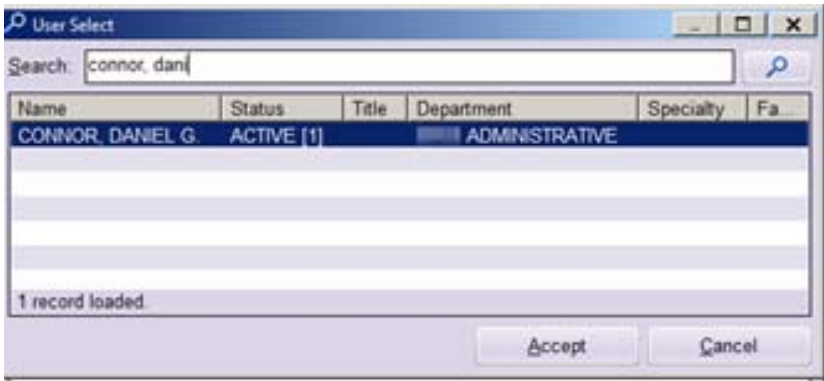
Repeat steps 1-3 to add another user.

Note – This will send an Epic In-Basket message to the user(s) with a link to the document.

11. When complete, click the [Accept] Accept button at the bottom of the upload window.

12. The image is now in the patient's chart, viewable in the Media Tab.