

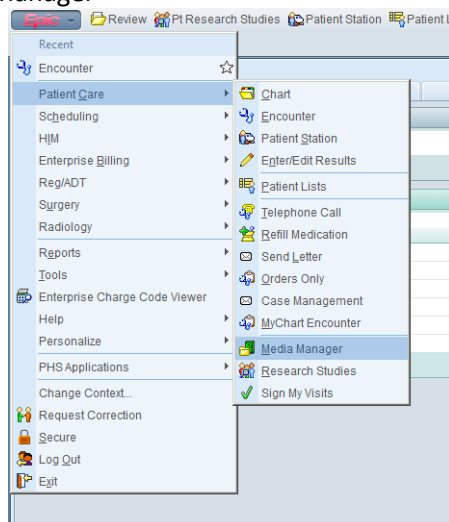
Importing documents and images into Epic for Research

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

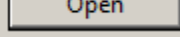


4. Type in the patient identifiers to search for your patient in the Patient Lookup window.

5. Choose what  Patient: Level to scan the document to.

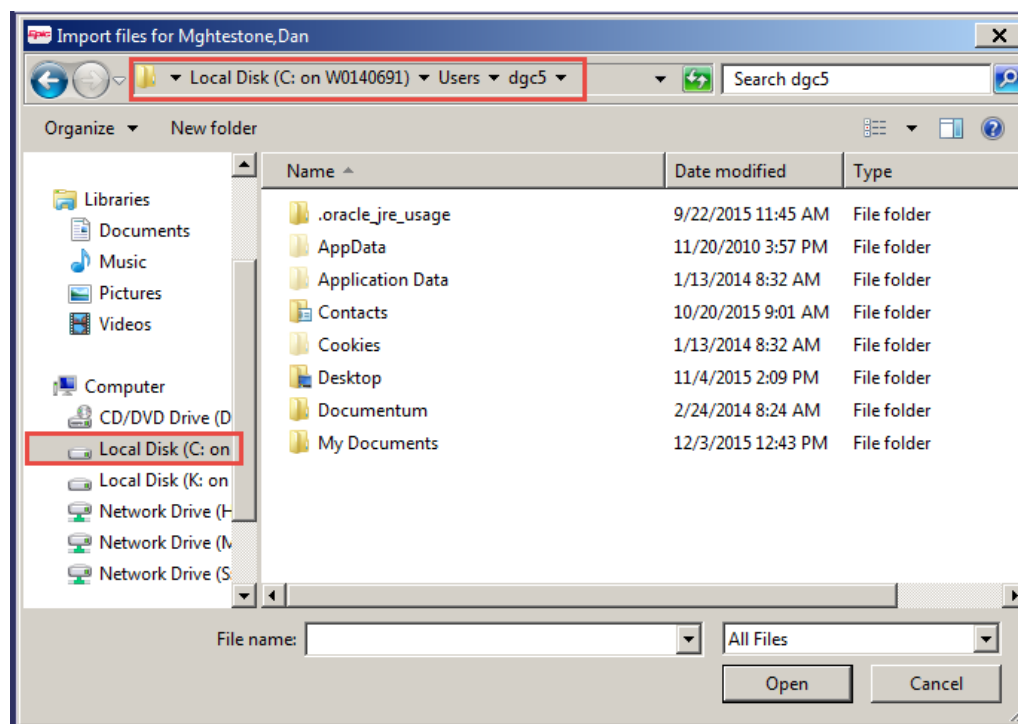
Note - Through Media Manager you can scan to the Patient, Encounter, and Order levels.


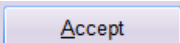
6. Select the  Import button in the toolbar.

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

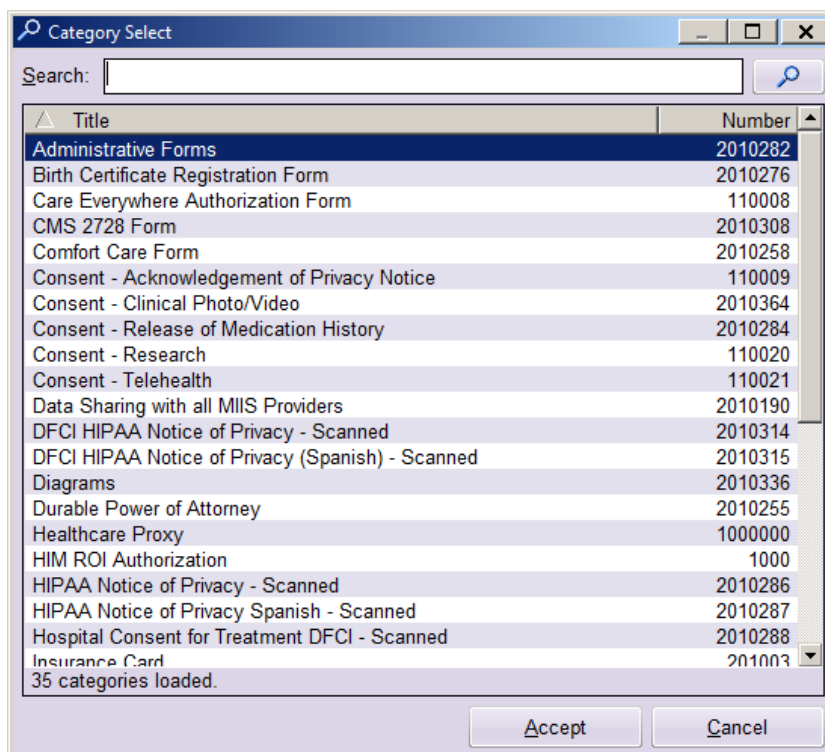
Note - The window will default to your Citrix desktop. If your document is on your local computer,

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 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.

Edit File Information

Description	Document Type	File Attached to	Import User	Import Date	Import Dept	Effective	Expires
123456789- Research Consent.docx	Consent - Research	Research, Annie [7264010]	Caitlin Schle	3/22/2016 2:56 PM	Phs Scan Or		

Attach File To
 Patient | Enc... | Order... | New Enc... | Ext Ord...

Patient: Research, Annie [7264010]

Document Information

Description: 123456789- Research Consent.docx
 Doc type: Consent - Research
 Effective:
 Expires:
 Service on:
 Received date:
 Received by: SCHLESIER, CAITLIN
 Status:
 Group:
 Location:
 Signature
 Signed by:
 Signed date:
 Witnesses:

Name
1

 Relationship:
 Representative:
 Comments:

Send Import Notification To

Recipient	Modifier

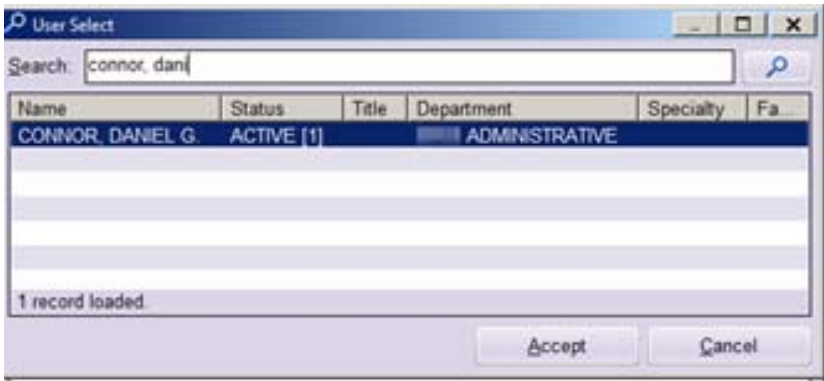
Add PCP
 Add My List
 Build My Lists
 Clear All

Result Information
 Media not attached to orders
☐ Modify result ☐ Send message
 Result date:
 Abnormal:
 Result status:
 Billing provider:

☐ Preview pane

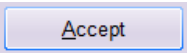
10. Optional: If you would like to notify a user that this document has been added to the medical record, click in the Recipient field in the **'Send Import Notification To'** section.

- In the Recipient field, click the magnify glass to open the search box.
- Enter the name in the Search field and click the magnify glass at the end of the field.
- In the search results, click on the name to highlight and click the 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.

- When complete, click the  Accept button at the bottom of the upload window.
- The image is now in the patient’s chart, viewable in the Media Tab.

