

How to add an image to a note Workflow

Before moving forward, please verify that IT has setup a workstation that allows the user to capture images and upload to Citrix.

1. While you are in the note editing, in the left pane, click on the section under which you would like for your image to appear in the note.

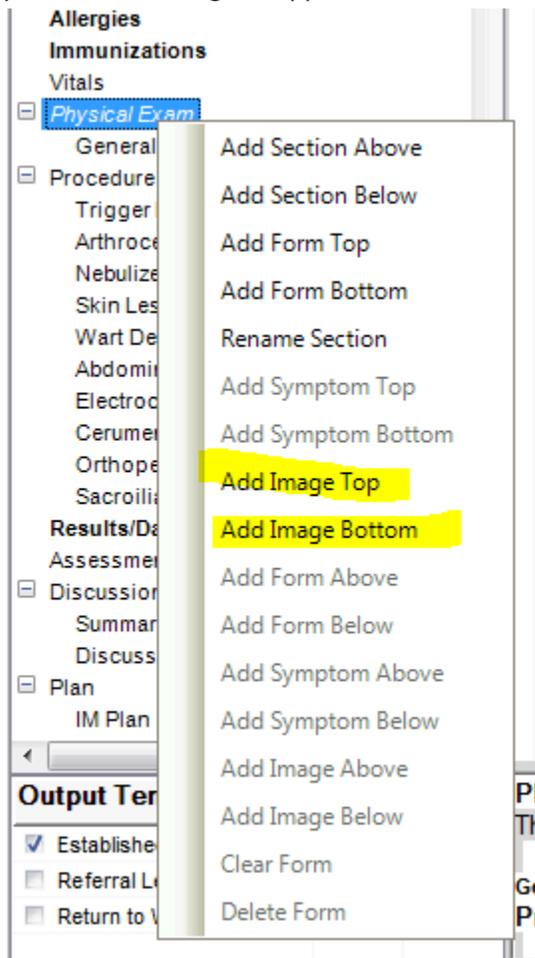
The screenshot displays a medical note editing interface. On the left is a navigation pane with a tree view of note sections. The 'Physical Exam' section is highlighted in yellow. The right pane shows the 'Physical Exam' content area, which is expanded to show a 'General Multi-System Exam - Internal Medicine' section. This section contains various examination items with radio buttons for 'Normal' and 'Abnormal' findings. Below the content area is an 'Output Template' table and a 'CC' (Chief Complaint) field.

Output Template	CC
<input checked="" type="checkbox"/> Established	<input type="text"/>
<input type="checkbox"/> Referral Letter	<input type="text"/>
<input type="checkbox"/> Return to Work Letter	<input type="text"/>

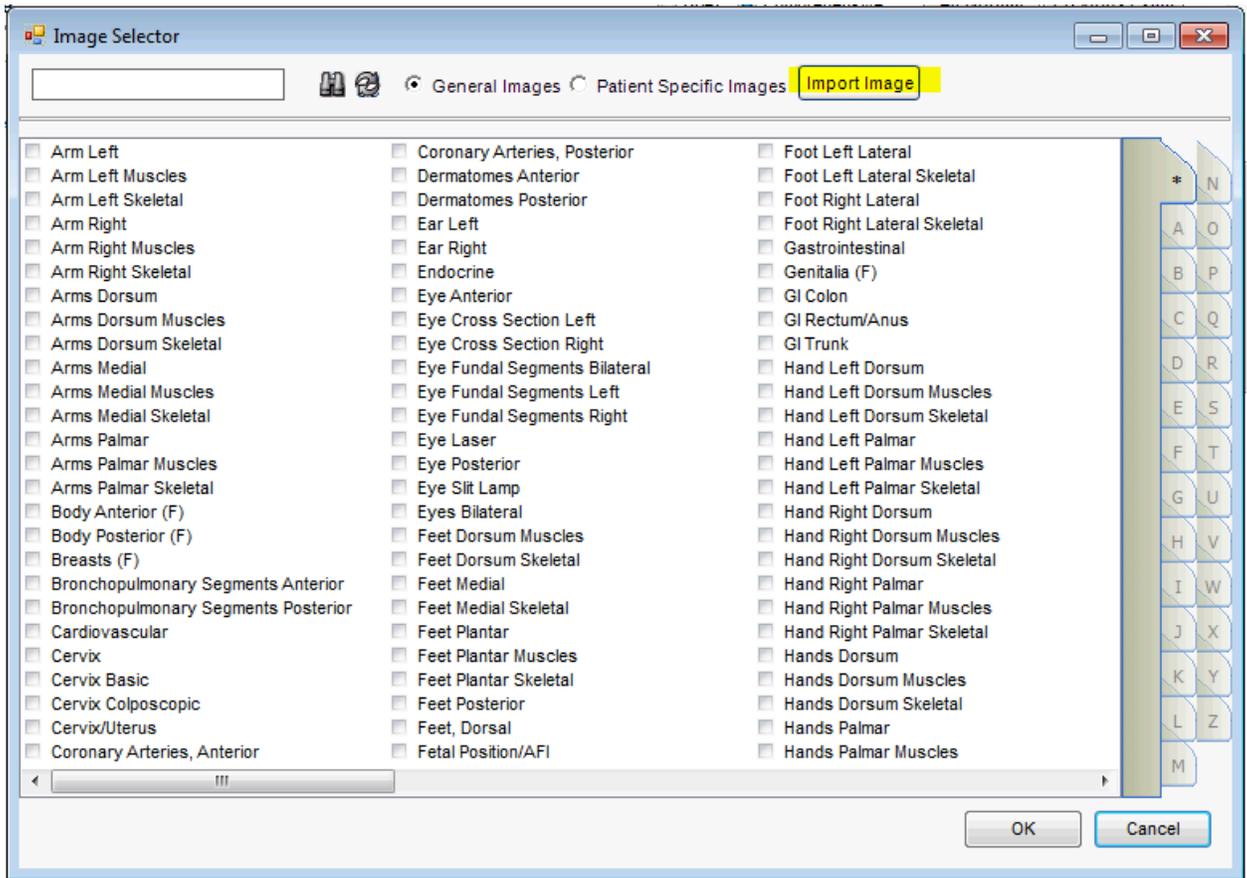
Physical Exam
This guy looks very healthy, we will see him next year...

General Multi-System Exam - Internal Medicine:
Procedure

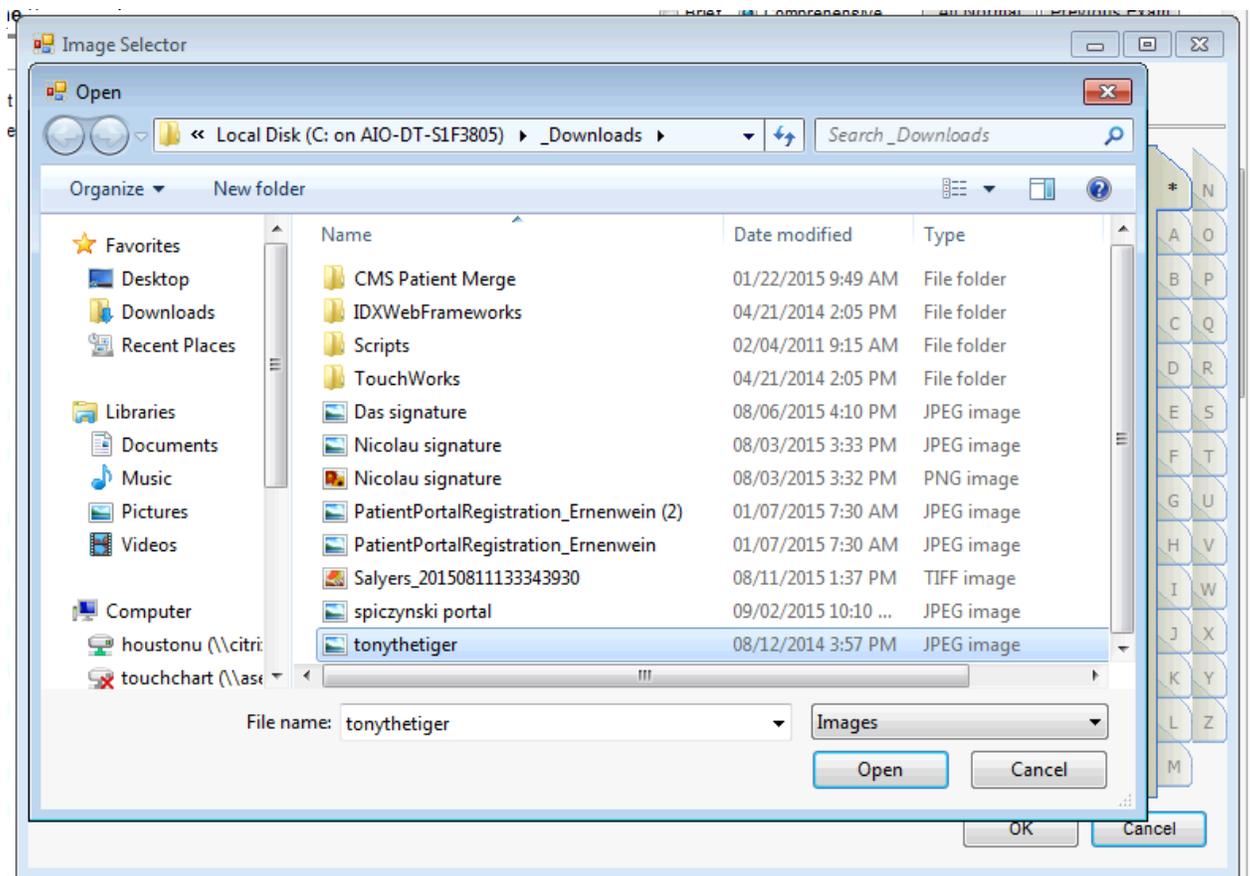
2. Next, right click on that section, and you will see options for the section. Depending on where you want the image to appear in the section, select “Add Image Top” or “Add Image Bottom”.



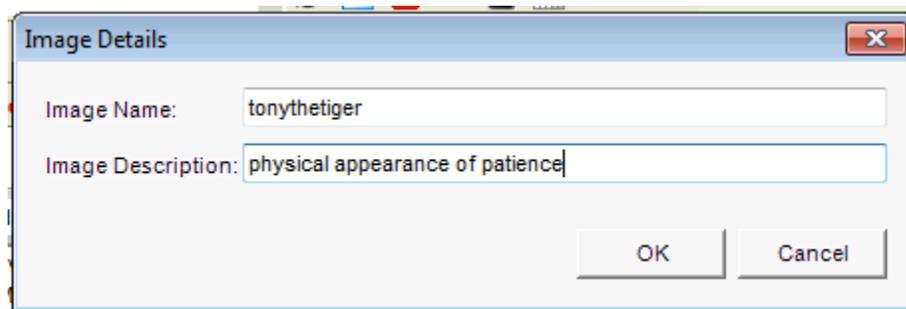
3. Once you select “Add Image”, the image selector screen will appear. Click on the “Import Image” button.



4. Another window will pop up that will allow you to import the image you would like to add. From here, search for the specific folder and select the image that you would like to add to your note. Click open. *(IT should have setup a specific folder that would allow you to import pics into*



5. An Image details window will pop-up. Fill this out as needed, and click OK.



6. Click OK on the Image Selector screen, and you will be back on the note editing screen. Now, you should notice that the image name has been added to the specific section you selected

<ul style="list-style-type: none"> Preventive Health Management Chief Complaint Reason For Visit <ul style="list-style-type: none"> Reason For Visit - IM Active Problems History of Present Illness <ul style="list-style-type: none"> History of Present Illness Review of Systems <ul style="list-style-type: none"> Complete-Female Past Medical History <ul style="list-style-type: none"> No new statement - PMH Social History <ul style="list-style-type: none"> No new statement - SH Family History <ul style="list-style-type: none"> No new statement - FH Surgical History <ul style="list-style-type: none"> No new statement - Surgical Hx Current Meds Allergies Immunizations Vitals Physical Exam <ul style="list-style-type: none"> General Multi-System Exam - Internal tonythetiger Procedure <ul style="list-style-type: none"> Trigger Point Injection (General) Arthrocentesis Nebulizer Treatment, Adult Skin Lesion Excision Wart Destruction Abdominal Ultrasound Electrocardiogram (ECG) Cerumen Removal Orthopedic Aspiration-Injection Sacroiliac Joint Injection Results/Data Assessment Discussion/Summary <ul style="list-style-type: none"> Summary of Visit Discussion and Summary Plan 	<ul style="list-style-type: none"> Examination of Neck: <input type="radio"/> Normal Examination of Thyroid: <input type="radio"/> Normal ^ Pulmonary Assessment of Respiratory Effort: <input type="radio"/> Normal Percussion of Chest: <input type="radio"/> Normal Palpation of Chest: <input type="radio"/> Normal Auscultation of Lungs: <input type="radio"/> Normal ^ Cardiovascular Palpation of Heart: <input type="radio"/> Normal Auscultation of Heart: <input type="radio"/> Normal Carotid Arteries: <input type="radio"/> Normal Abdominal Aorta: <input type="radio"/> Normal Femoral Arteries: <input type="radio"/> Normal Pedal Pulses: <input type="radio"/> Normal Examination of Arterial Pulses: <input type="radio"/> Normal Examination for Edema/Varicosities: <input type="radio"/> Normal ^ Chest Inspection of Breasts: <input type="radio"/> Normal Palpation of Breasts and Axillae: <input type="radio"/> Normal Examination of Chest: <input type="radio"/> Normal ^ Abdomen Examination of Abdomen: <input type="radio"/> Normal Examination of Liver and Spleen: <input type="radio"/> Normal Examination for Hernias: <input type="radio"/> Normal Examination of Anus, Perineum, and Rect: <input type="radio"/> Normal Stool for Occult Blood: <input type="radio"/> Normal ^ Genitourinary Examination of Ext. Genitalia and Vagina: <input type="radio"/> Normal Examination of Urethra: <input type="radio"/> Normal Examination of Bladder: <input type="radio"/> Normal Cervix: <input type="radio"/> Normal 												
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Output Template</th> <th style="width: 20%;">CC</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Established</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Referral Letter</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Return to Work Letter</td> <td></td> <td></td> </tr> </tbody> </table>	Output Template	CC		<input checked="" type="checkbox"/> Established			<input type="checkbox"/> Referral Letter			<input type="checkbox"/> Return to Work Letter			<p>Physical Exam</p> <p>This guy looks very healthy, we will see him next year...</p> <p>General Multi-System Exam - Internal Medicine:</p> <p>Procedure</p>
Output Template	CC												
<input checked="" type="checkbox"/> Established													
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7. **Click save** at the bottom right of the note editing screen to ensure all changes made to the note will be updated in the note. To get an idea on how the image will look in the note, click the view button in the bottom left of the note editing screen. You will see the image under the section you selected.

Immunizations

Influenza — Series1: 30Jun2014

Physical Exam

This guy looks very healthy, we will see him next year...



Results/Data

Last 1 MONTHS Results

Pap Smear

21Apr2016 04:15PM

ALL

8. You have now added an image to the note. Please contact the helpdesk at 423-282-6122 if you have any more questions on adding an image to the note. Thank you.