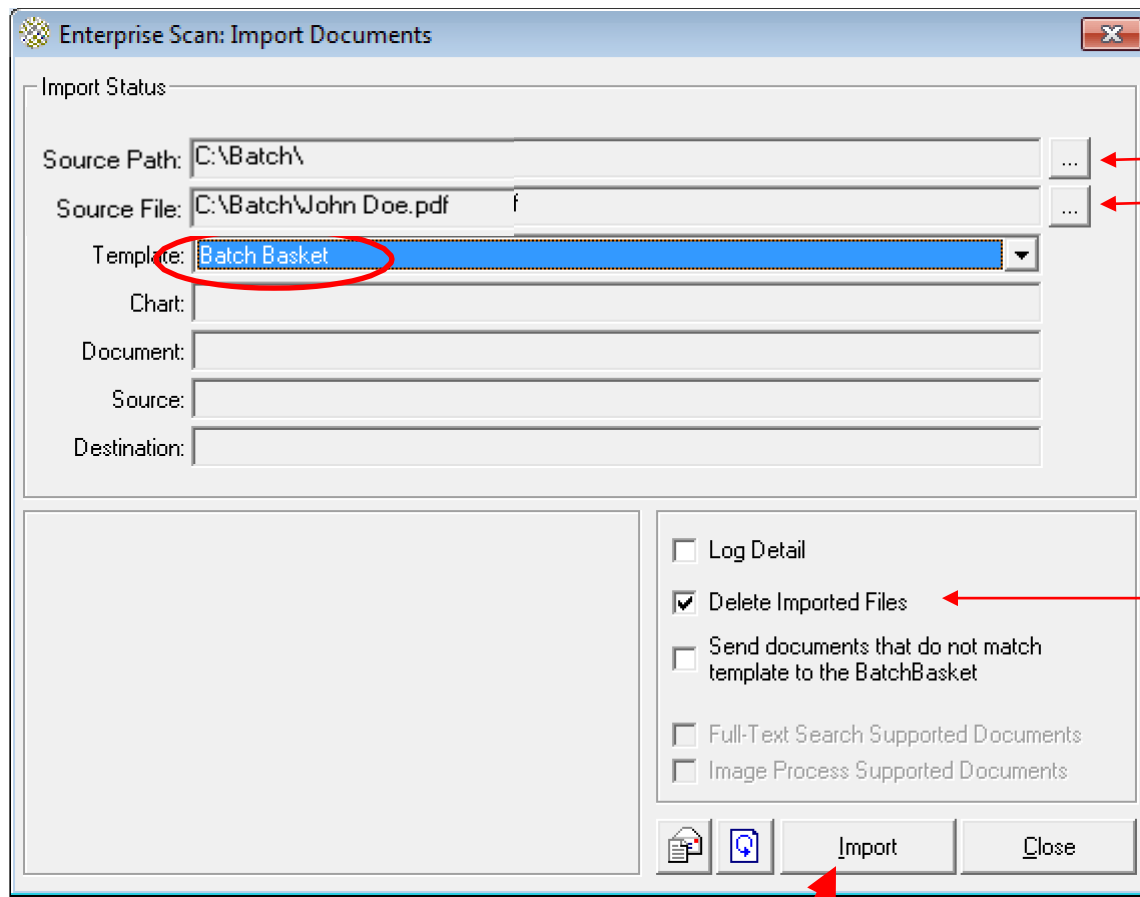
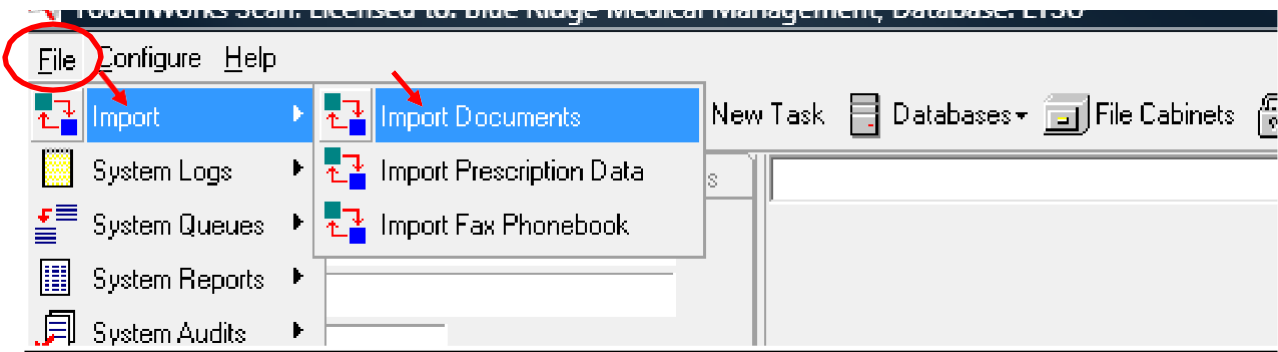


Allscripts Scan

Import Documents from Incoming Faxes

1. **Locate incoming fax documents**
2. Highlight documents, right-click “**CUT**” and “**PASTE**” into **C:\Batch**
3. **Review Documents** individually
 - a. Open documents
 - b. Delete any unnecessary pages (or entire documents)
 - c. Divide by Printing to PDF any fax into an separate individual patient documents using the *DIVIDING FAXES INTO INDIVIDUAL PATIENT CHARTS step-by step*
 - d. Save
4. **Rename Documents**
 - a. Example 1: Peds_Consult_SmithJane
 - b. Example 2: Peds_Xray_JohnsonJohn
 - c. Example 3: Peds_EyeExam_SmithTom
5. **Import Documents** to Batch Basket in Allscripts Scan
 - a. Select **File/Import/Import Documents** from the menu bar

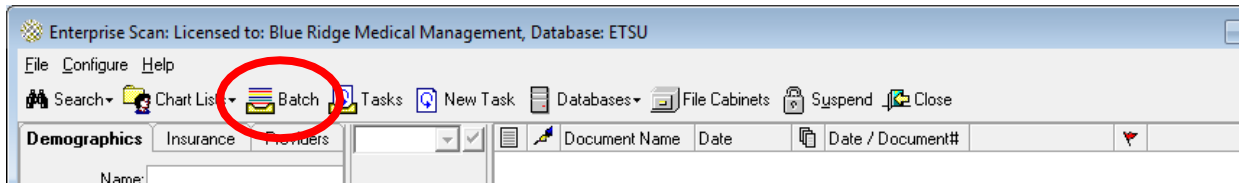


Use the ellipsis [...] to search for the file path and file name

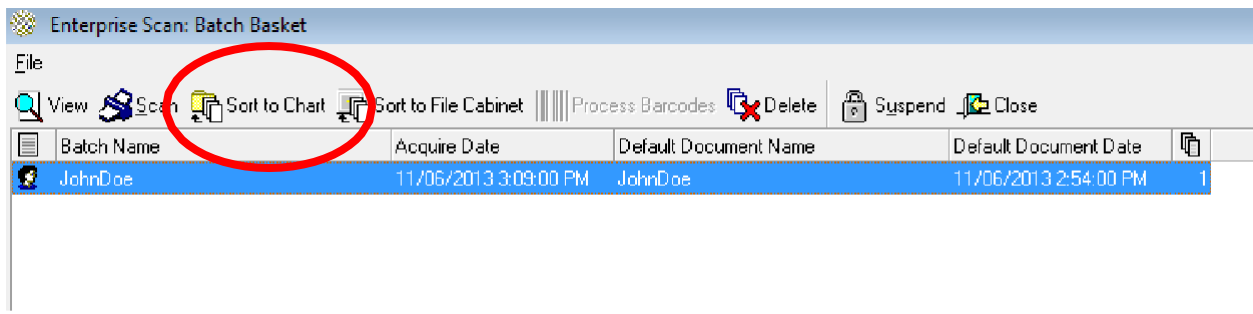
Click **Delete Imported Files** to clear your C: Drive while importing

6. The **Enterprise Scan: Import Documents** window will open.
7. **Source Path:** C:_Batch
8. **Source File:** C:_Batch\file
9. **Template:** Batch Basket
10. Click **Import**

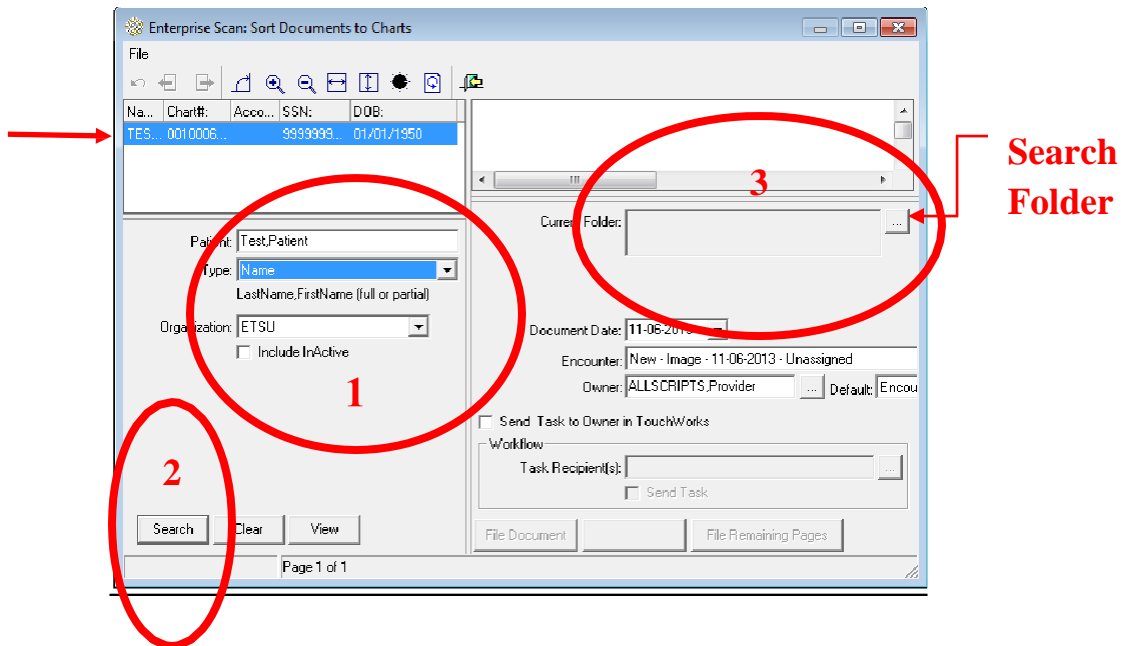
Step 2: File the Imported File



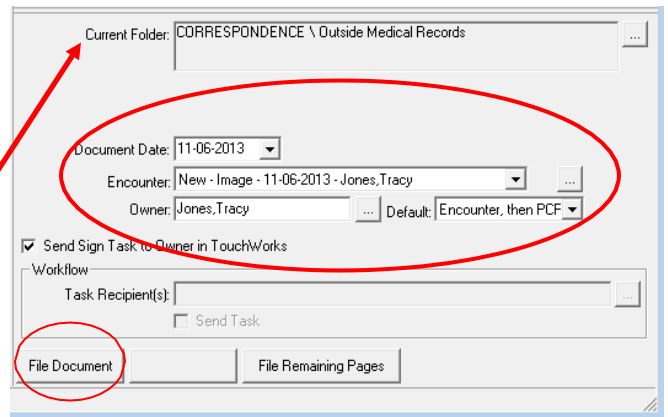
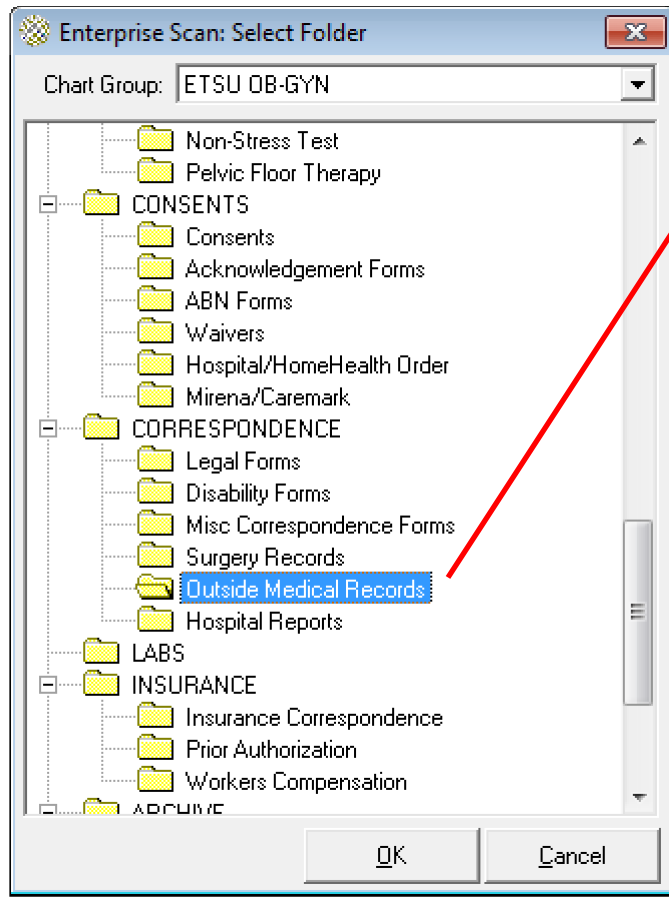
1. Click on **Batch** on the **Menu Bar** to open the **Batch Basket**
2. The imported file should be displayed and ready for filing.



3. Click **Sort to Chart** from the **Menu Bar** to open **Sort Documents to Charts**



4. **Search** for the patient by entering the correct search information in the **Patient** field. You may search by Name or DOB just as you would in the EHR System **(Step 1)**
5. Click **Search (Step 2)** *[If more than one patient name appears in the display window, highlight the correct patient by single-clicking]*
6. **Search** for the **Current Folder** by clicking the **Ellipsis Icon [...]** to the right of the field
7. **Double-click** the folder to display it in the **Current Folder** field



- 8. Select the correct document date**
- 9. Select the Owner of the document**
- 10. Select the Encounter type**
- 11. Check **Send Sign Task to Owner** if you would like to generate a Sign Note task to the note owner**
- 12. File Document**