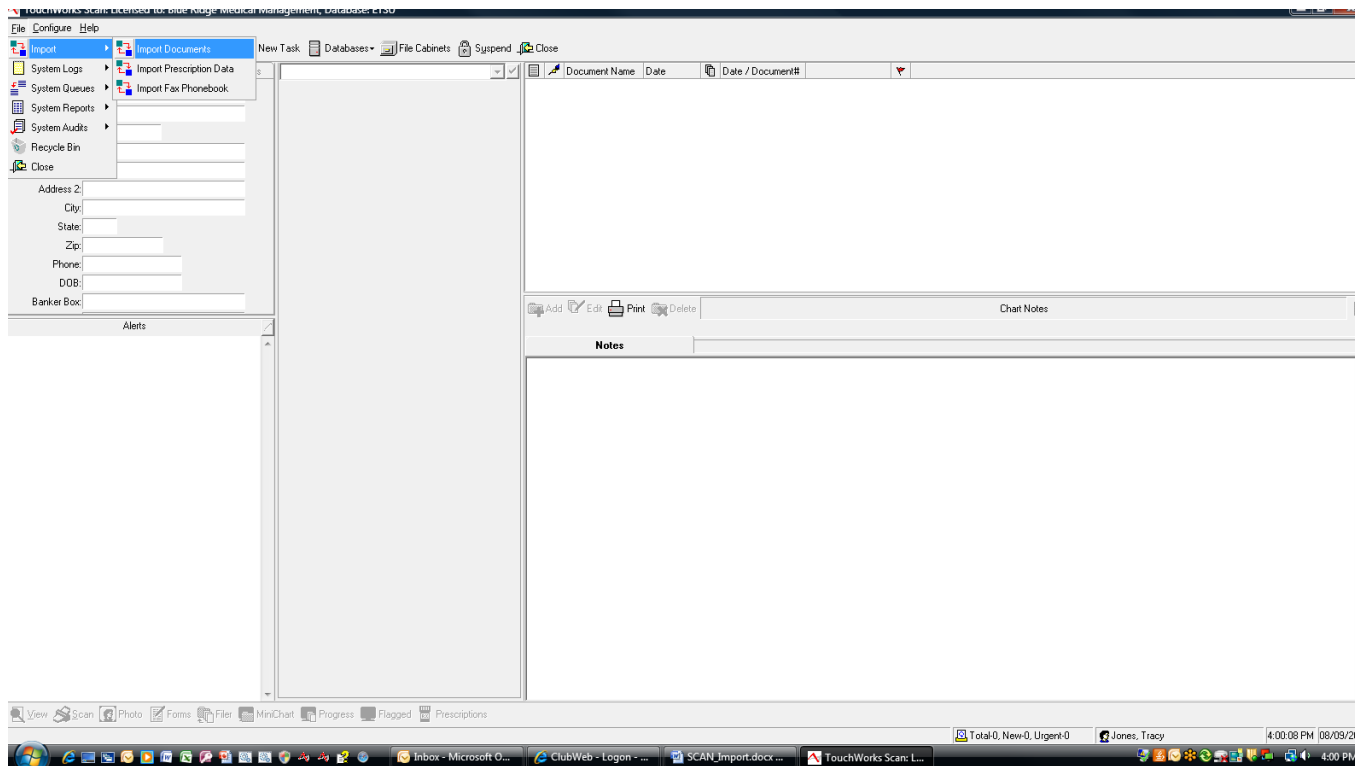


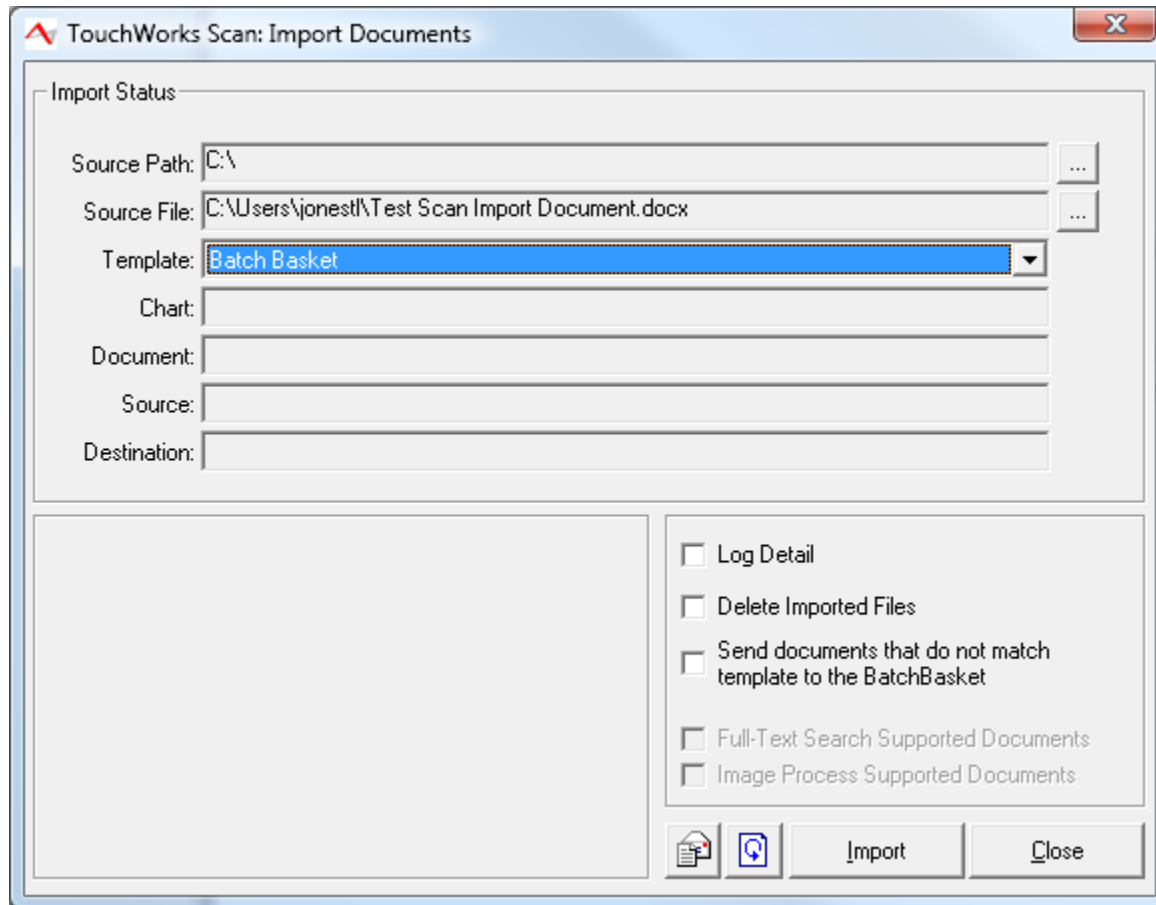
Allscripts SCAN Import Process

Select:

- File
- Import
- Import Documents



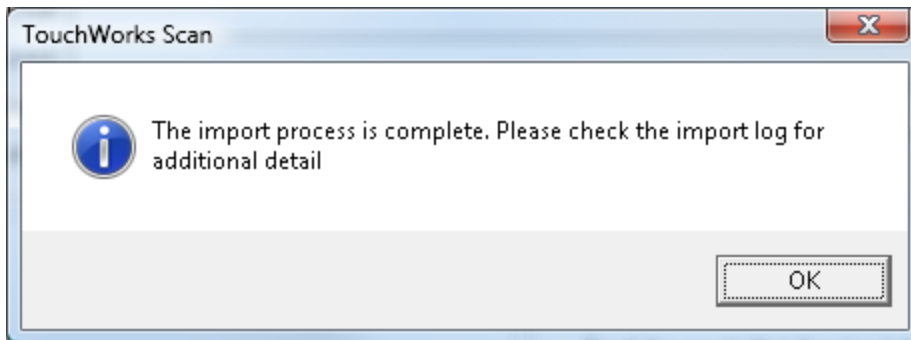
Allscripts TouchWorks Scan: **Import Documents** window displays



Select:

- Source Path (such as Drive D for the CD drive)
- Source File
- Batch Basket

Click: **Import**

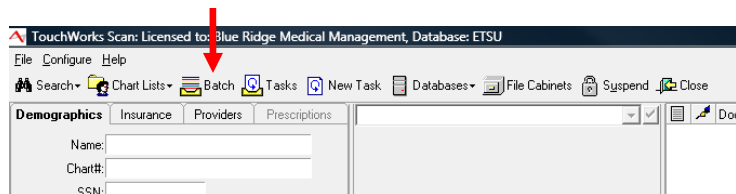


Click: **OK** and **Close**

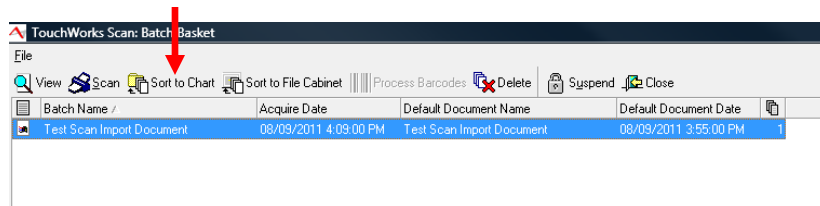
Next, search for and select the patient for the import.

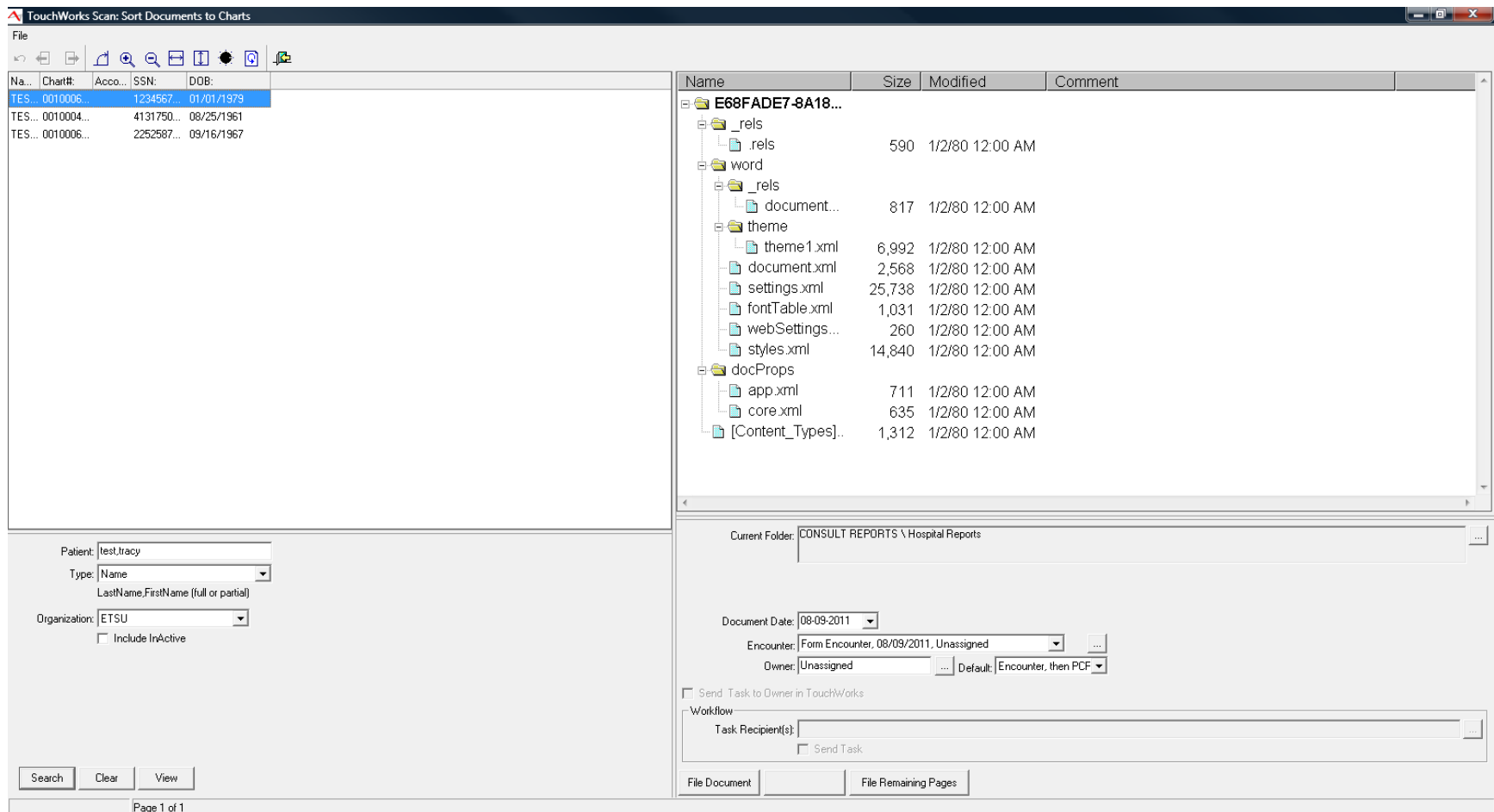
Single-click on the appropriate folder to receive the contents (e.g., Hospital Reports)

Click on the **Batch** basket to display the file to import into the record



Select: **Sort to Chart**





Search for the correct patient again.

The Current Folder displays the folder you have already hi-lighted with a single-click.

Click: **File Document** (and File Remaining Pages, if the document has multiple pages).

Close the current window, and view your document(s) in the selected folder.