

## 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.

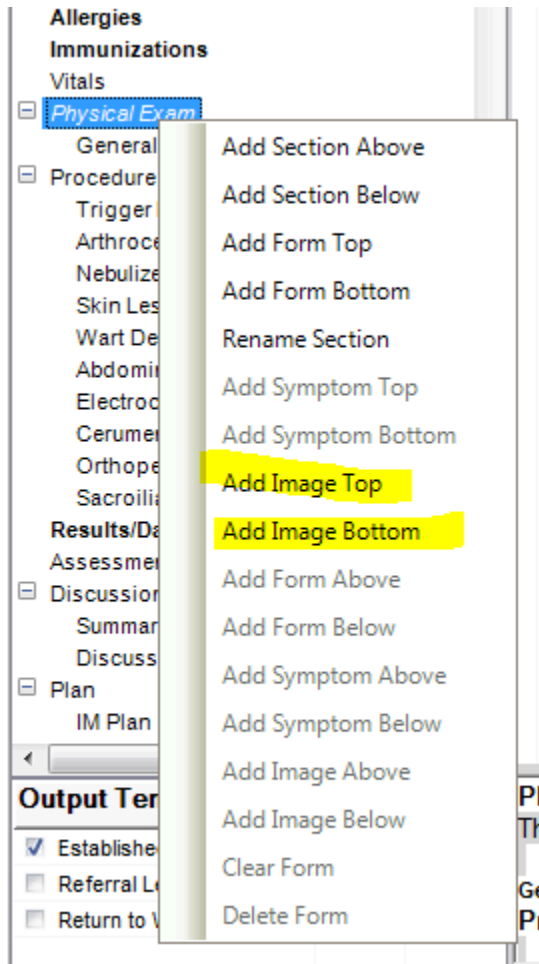
The screenshot displays a medical note editing interface. On the left, a sidebar contains a tree view of note sections. The 'Physical Exam' section is highlighted in yellow. The main content area shows a form for a 'General Multi-System Exam - Internal Medicine'. The form includes various sections with radio buttons for 'Normal' and 'Abnormal' findings, and text input fields for additional notes. At the bottom, there 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"/>

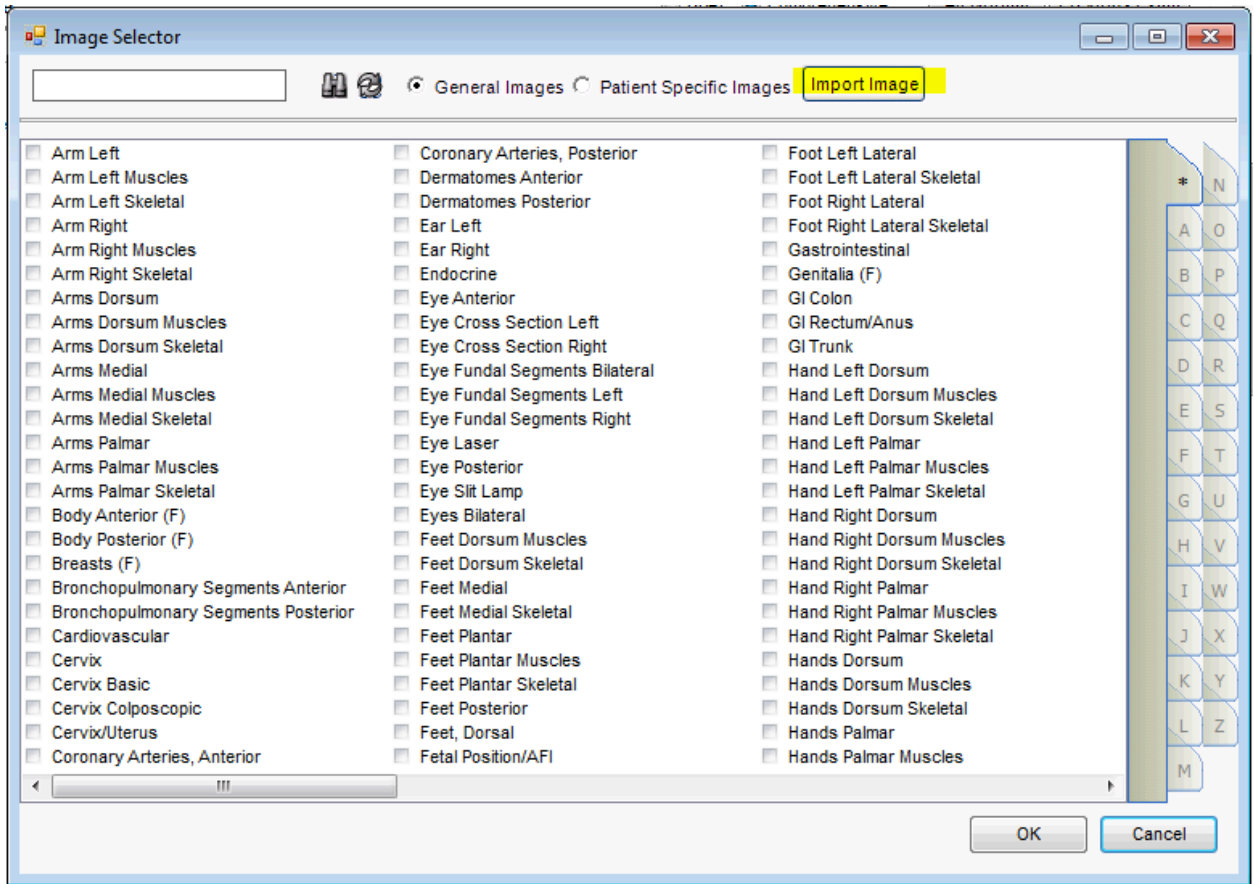
**Physical Exam**  
This guy looks very healthy, we will see him next year...

**General Multi-System Exam - Internal Medicine:**  
**Procedure**

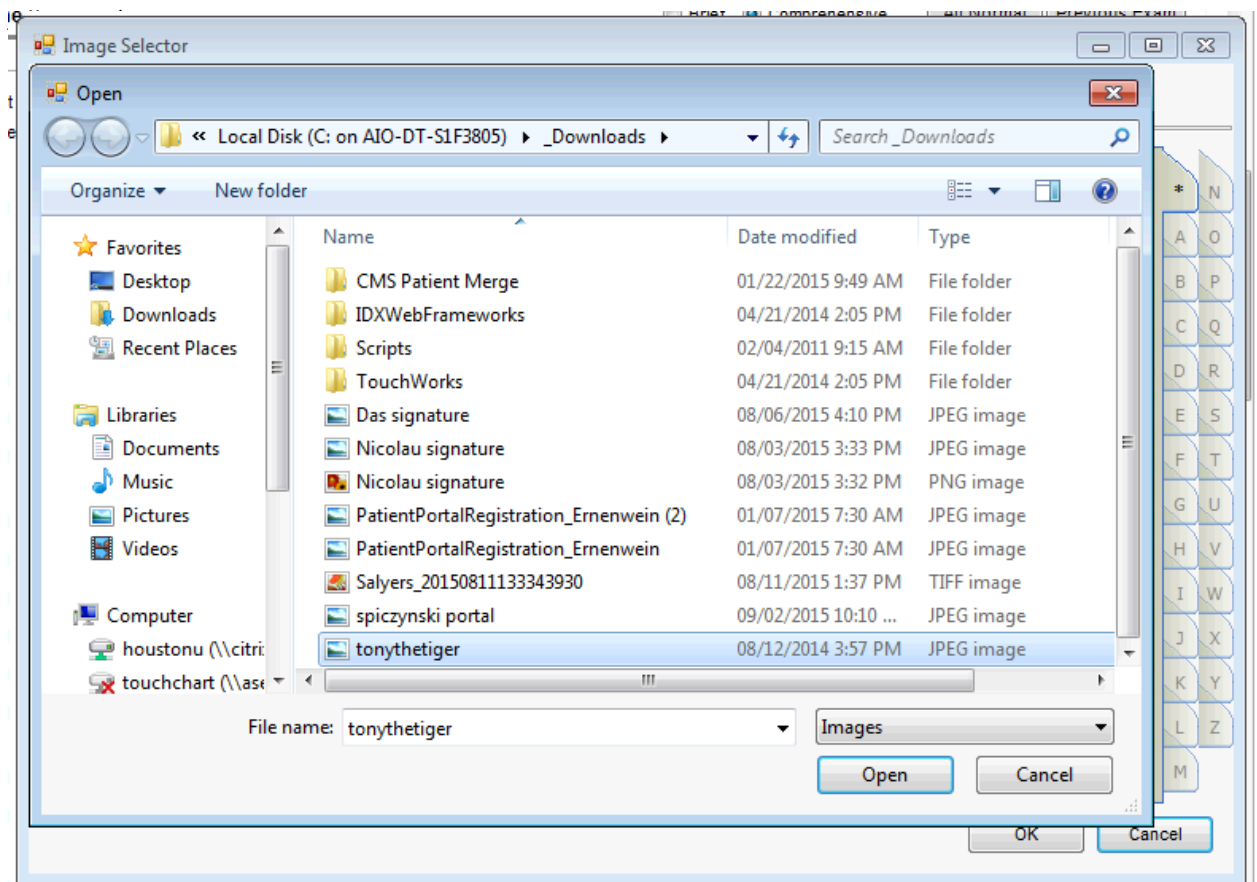
- Next, right click on that section, and you will see options for the section. Depending on where you want the image to appear in the section, select **“Add Image Top”** or **“Add Image Bottom”**.



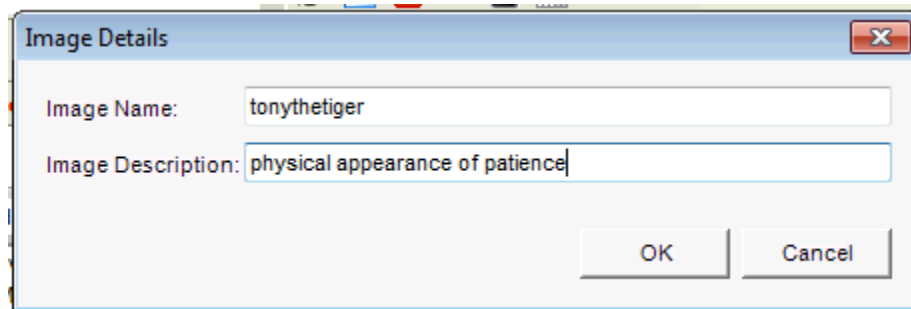
3. Once you select “Add Image”, the image selector screen will appear. Click on the “Import Image” button.



- 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*



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

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.