Use these instructions to scan shared specimen forms with Media Manager

Scan Physician Lab Orders with Media Manager

Media Manager is used to scan physician lab orders into Epic. Staff will use a document scanner to scan the paper document or have the document saved as a pdf file on their PC.

Open Media Manager

- 1. Click Media Manager on the Epic Toolbar or in your Epic drop-down menu.
- 2. The patient lookup window opens. Search for and select your patient.
- 3. After finding a patient, click Switch Patient on the toolbar to select a new patient.

Scan Document & Import Media

The +Add New Media can be used to scan in a document or import one document from your PC. The Import Multiple activity can be used to import <u>one or more</u> documents from your PC.

1. On the toolbar, click + Add New Media. With Epic Hypderdrive implementation, you no longer select the Patient, Encounter or Order level first.



 Select the Document Type of Physician Order from the Select a document type box. All Patient, Encounter and Order level documentation is in one list. Do NOT select LAB from the list as that is used to scan in lab results and attach to the Order level only.

Add New Med	ia		×
Select a d	ocument type ^{rder}	•	Q,
Selected I Cappur DOB:	Patient: ccino, Tallulah [MR 2/21/1975 Encounter	R15838]	ų
	🖹 <u>S</u> can	🖄 Import	📶 E-Sign

3. Click **Select Encounter**. Click on the **Encounter** and then click **Accept in bottom right corner**. For **Physician Orders**, **the Encounter level is used** because if attached to an Order and the Order is deleted from Epic, the scanned document can also be deleted.

r anom Enoor	antor Gelection							
Cappuccino, 1	Fallulah [MR15838]							
Create an E	ncounter T Show Filte	915						
Contact Date	Contact Type	Adm. Date	Provider	Department	OP Diagnosis	IP Diagnosis	Case St	atus
01/09/2024	Office Visit		STETHOSCOPE, SAM	YNH MEDICINE SERVICE	Hypertension, un			
01/03/2024	Evaluation		DERMATOLOGY, NURSE	YNH PCC ADULT DERMATOLOGY				
12/31/2023	Appointment		WHITECOAT, WALT	NE WESTPORT FAMILY MEDICINE				
12/21/2023	Registration							
Contacts loaded	E. 4. All contacts loaded.							

4. The **Scan and Import buttons** will be enabled. Note: The E-sign button will remain disabled as it is not a current functionality.

Add	New Media	
~	Select a document type Physician Order]
~	Selected Patient: Cappuccino, Tallulah [MR15838] DOB: 12/21/1975	
	Office Visit on 1/9/2024 🖋 CSN: 133388	
	Scan Sign]

Scan Document

1. Click **Scan** to scan the paper document using your document scanner. Use the Import button if the file is saved on your PC.

Edit Scan

1. Add a Document Description in the **Description** field.

Document Type	 Attached To 🖋
Lab	LIPID PANEL [544063]
Status	
Received	
Description	

2. Use the toolbar underneath the document scan & click **Fit to Window** or to rotate the document orientation.



 Move the order of documents if scanned in wrong order by clicking on thumbnail picture of the document & dragging to new location. Cut and Paste functionality also works to move page order.
 Right-click on the thumbnail picture of a page & click Delete to remove a page.