



## 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.

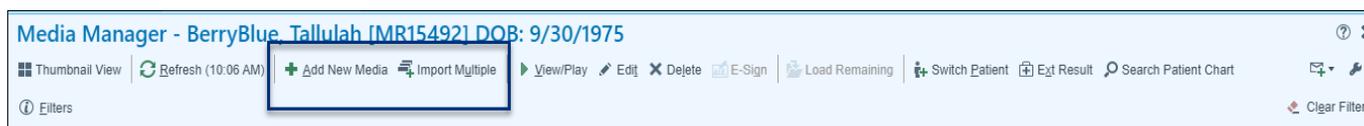
### Open Media Manager

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.

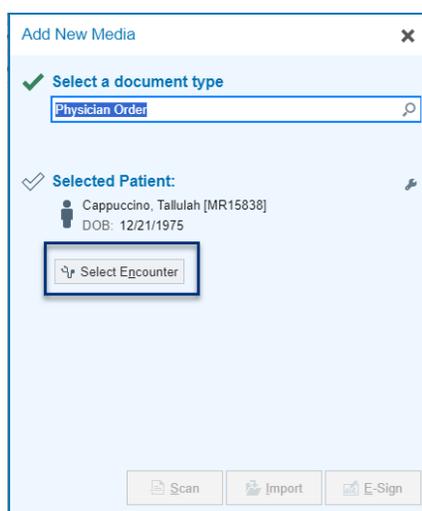
### Scan Document & Import Media

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 **one or more** documents from your PC.

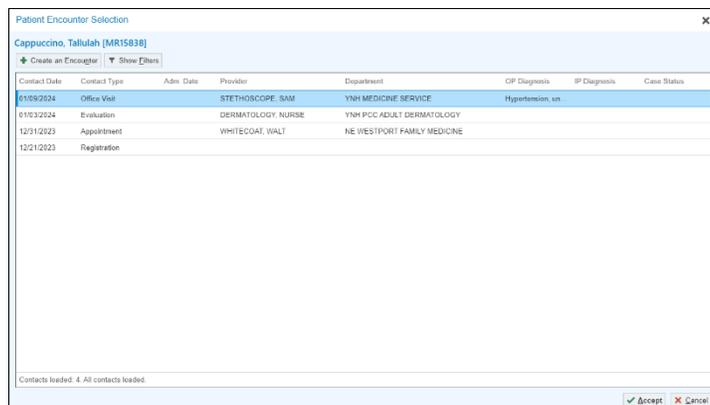
1. On the toolbar, click **+ Add New Media**. *With Epic Hyperdrive implementation, you no longer select the Patient, Encounter or Order level first.*



2. 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.



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.



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

## Scan Document

- 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

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

- 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**.