Name:_____Date:_____

Photo Capture Steps	Pass/Needs Review
Create the patient identifier ruler. This can be an index card or a ruler. This must contain 2 forms of identification (e.g., Health Record number and Date of Birth)	
Place the patient identifier into the field of vision and take the picture (s).	
Some images may require zoom/macro. These must be taken using optical zoom, not digital zoom. The patient identification card may not fit into the field of vision. In this case: 1. Zoom out to include the patient identifier 2. Zoom in to take a close up without the patient identifier 3. Zoom out to include the patient identifier. This creates a series of images that will be imported as a batch in subsequent steps.	
Immediately connect the camera to a workstation, or place memory card in card reader	
Start EHR. Open the Capture window from the Imaging toolbar.	
Select the progress note that you want to attach the image to.	
Import the image using the Import button or the Import Batch button. These buttons may be named differently at your site.	
Populate the specialty and the procedure/event fields.	
Navigate to the import folder (lower left) and locate your camera device.	
Select the image(s).	
Review the image. Verify that you have the correct patient and progress note selected.	

Name:_____Date:_____

Capture the image by selecting the capture button.	
If you are importing a batch of pictures, review the batch and verify that all of the pictures are present. Select Study complete.	
Verify that the image was imported into the correct patient record by selecting FILE and reviewing the last patient.	
Certified date:	
Certified by:	
Assign capture key: MAG CAPTURE; MAGCAP TIU	

- I understand that The IHS Security Rules of Behavior, HIPAA, and Privacy act apply to clinical images captured by the digital camera.

- I understand that I am responsible for images that I capture and import into the Electronic Health Record.

- I understand that I cannot import photos for any other person.

- I understand that clinical photos must be taken on an IHS camera that has been approved by the Computer Support Team.

- I understand that I am responsible for uploading my clinical photos and that they must be immediately uploaded to Vista Imaging and subsequently deleted from the camera.

- I understand that the clinical images should not be transferred, copied, or stored at any location except on the Vista Imaging Server.

- I will not manipulate, resize, print, or crop any images.

- I understand the procedure and have been certified.

X_____Date_____