

IMPORTING

Generally imports are attached to Progress Notes. Generally the imports are images from digital cameras. If a report was received electronically, convert it to PDF first and attach it to a Progress Note or the Radiology Case.

Whoever captures the images with the camera attaches the image to the EHR, as there are legal issues involved.

The Image needs to have identifying data on the original image and can't be added afterward using a software program

Identifying information is based on what the policy is.

If it is impossible to place the identifying information in the window, there is a work around.

Make an identifying card, capture an image of the card, capture the images, and capture an image of the identifying card again.

Importer selects the patient from EHR.

The importer clicks on the Imaging tool bar icon in EHR and clicks on VI Capture.

The importer logs on to Capture, and when the window opens, the patient's name should be the same as what is in EHR.

The importer clicks on the correct configuration button.

The importer fills in the Note Date and the Doc/Image Date according to site policy.

The importer plugs the camera into the USB slot on the workstation and turns the camera on.

The camera should show up as a removable drive.

The importer will double-click the folder and view the images in Thumbnail view.

The importer will drag the first image to the Capture window.

The importer will click the Capture button.

The importer will click Image OK.

The importer will click OK on the Confirmation window.

The importer will drag the next image to the Capture window and click Capture again.

The importer will click OK in the Confirmation window.

The importer will repeat the process until all images are captured.

The importer will click Study Complete.

The importer can type in any information in the Study Group window, if so desired.

The importer will click OK in the Study Group is Complete window.

QA for Image Import

IMPORTING

The importer will go to EHR and click on the Imaging Icon in the EHR Tool bar and select Vista Imaging Display.

The importer will log on, and when Display opens, the patient selected in EHR should be the same patient in the Display window.

If Display is already open, the importer will need to click on the Options menu in the Main Display window and click Refresh Patient Images.

The importer will click on the abstract and then click on the first image in the group abstract window so the images open in the Full Resolution View.

If viewing the images in the Full Resolution View, the importer can go back to the group abstract window and click on every image and all the images will then be viewed in the Full Resolution View.

The importer verifies that the images were attached to the correct patient and the correct note title and that all images are accounted for.

If the QA check is satisfactory, the imager will then delete the images from the camera.

If there is a problem, the importer will follow the site's policy for image deletion.

When the problem is corrected following the site's policy, the importer will then redo the capture following the import procedure.