2. **Double-click** on patient name to add it to your *Quick List*
3. Click on the **Patient Card**

4. Click on the **Patient Attachment** (binder clip) icon.
5. A **Patient Attachments** window will appear.
6. Select a section that corresponds with what you will be attaching.
   a. I will be attaching the patient’s driver’s license, therefore I chose the Intake section.

7. Select the Attachments tab.

8. Click on the Create a New Record button.


10. Type the description of the attachment in the Description box (e.g. Photo Identification – Cheryl Flores).

11. Click on the Scan Direct button.
   a. Verify the document is in the scanner face down BEFORE you click on Scan Direct button.

12. A Scanner window will appear
13. Click the **Preview** button. You will be able to preview the document.

14. Click the **Scan** button.

15. The **Add Patient Attachment** window will reappear.

16. Notice the Attachment box is grayed out with a note that states an attachment has been *Acquired From Twain Source*. (Captured from Scanner)

17. Click the **OK** button.

18. The **Patient Attachments** window will reappear with the attached document listed in the Attachments tab.
19. Double click on the attachment to verify if the document/card has been attached correctly.

20. The attachment is complete