Scanning documents

Feature not available via Remote Desktop Connection

1. On the Rolodex, select the patient desired.

2. Click on the paper-clip icon to launch the previously selected patient’s attachments.
3. Select appropriate destination for your document (Section and Tab where the attachment will be stored)

4. Click on “Create a new record”

5. The Add Patient Attachment window will pop-up. Enter description and select source.
6. Select the “source” and click on Scan Direct...

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The Scanner Control Panel (window) will be displayed. (Epson in this case)
8. After the scanner Previews the image, a new window. If you like what you see after the PREVIEW is complete, click the SCAN button.

9. Once the scan is compete, the Add Patient Attachment window will return. (All other windows disappear)
10. AxiUm will take you back to the Patient Attachments window, where you started.

11. If you double-click on it, this is what you’ll get.