

EpicEdge Tips & Tricks

Saving Scanned Documents in Media Manager

1. Save your documents to your E drive by copying and pasting your document from the P-drive.
2. Go to Media Manager.
3. Type in patients name or medical record number, select find patient, then select the patient.
4. Select the down arrow by Patient, then select Choose an Encounter.
5. Look for patients Home Health Admission or Hospice Admission, depending on what services you have, then select the admission.
6. Select Scan. In the pop-up window select File>Import File, then go to your E drive and select the document that needs to be imported.
7. Select Index Document Simplex. Select the Document Type from the pop-up window (some Document Type options will allow you to enter a Document Description) then select OK, then Upload Images.

After processing is complete, you will see the document in Media Manager.