Scanning and Documentation Retrieval in Epic
A friendly reminder about document scanning

• Documents that are created in Epic and reside in Epic should **not** be printed and sent to HIM for scanning.
  – Some examples include EMG reports, face sheets, and e-signed consent forms.
Locating scanned documents

• To view scanned documents within a patient’s chart, use Chart Review.
  – Look up the patient record whose scans you need to view
  – Select the Chart Review activity tab
  – Click the Media tab of Chart Review to view scanned documents and other media information
Find historical scanned documents prior to go-live (4/28/18) within Epic

- Look up patient record and open chart
- Select the Chart Review activity tab
- Click the Media tab of Chart Review
- Click Patient Scans button
Chart Review: Using Filters

• Use filters quickly locate scanned documents
  – Expand the available Filters list
  – Choose from a Filter type
    – Select the specific criteria you want to filter (ex. EKG) – the system displays only your filtered criteria.
    – Click hyperlink (in report) to view scanned image (this can be a document or esigned document)
Chart Review: Using Filters
Chart Review: Locate the ABN waiver

- To locate a scanned ABN waiver (patient-level), open Chart Review, click the Media tab, look for the document type, “ABN Waiver”
Which scanned documents are in eHIMs only

• Some documents types like…
  – Release of Information forms
  – FMLA, WC and/or Disability forms
  – Government, Travels and/or Utility forms

*considered administrative forms filled out by our providers for the patient
Not familiar with eHIMS?

• Let’s learn how to:
  – Access eHIMs(webportal) via Epic
  – View documents for selected patient
  – Basic document review navigation
Access eHIMs from within Epic

• Access eHIMs:
  – From within the patient’s Epic record, select the Chart Review activity tab > Media tab > Patient Scans button
  – Once eHIMs launches, the patient record opens to the Open Document viewer for the selected records
View documents in eHIMs

All available documents for that encounter display on the left side of the screen.

View of documents may be changed based on user preference by clicking on the drop-down box and selecting a different view.
View documents in eHIMs

- Click the folder icon to view contents of the document in the viewer to the right
- Documents list within folder
- Single-click on selected document to display in the viewer
Need further assistance?

For additional questions/issues, please call the Call Center at x4400, option 1