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Document Description: Tasks --> Images From Disk

Date of Tech Note: December 6th, 2001

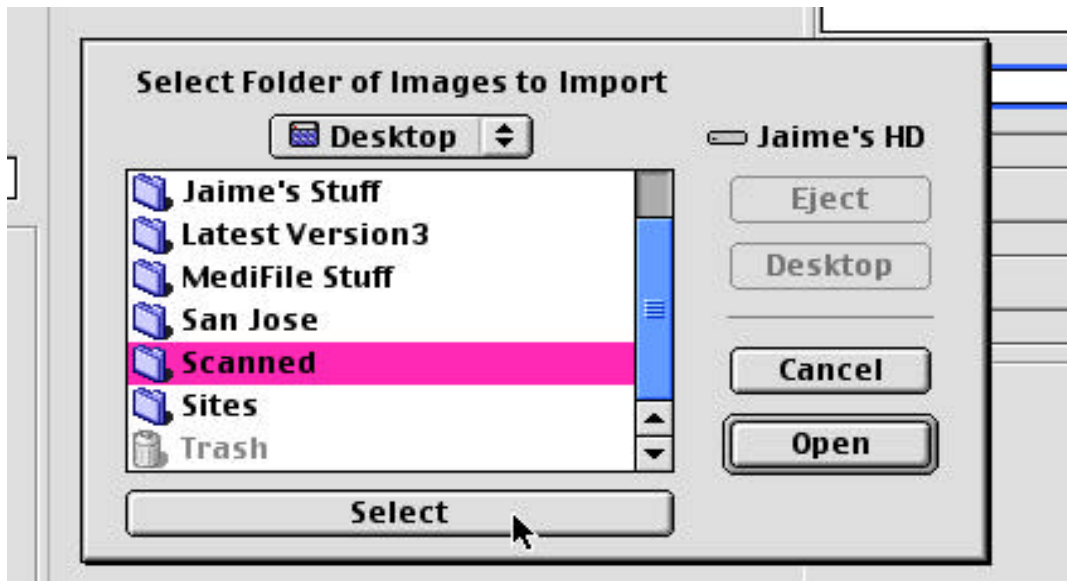
Bug Fix: N/A

Description: How to attach an Image to a Patient Chart

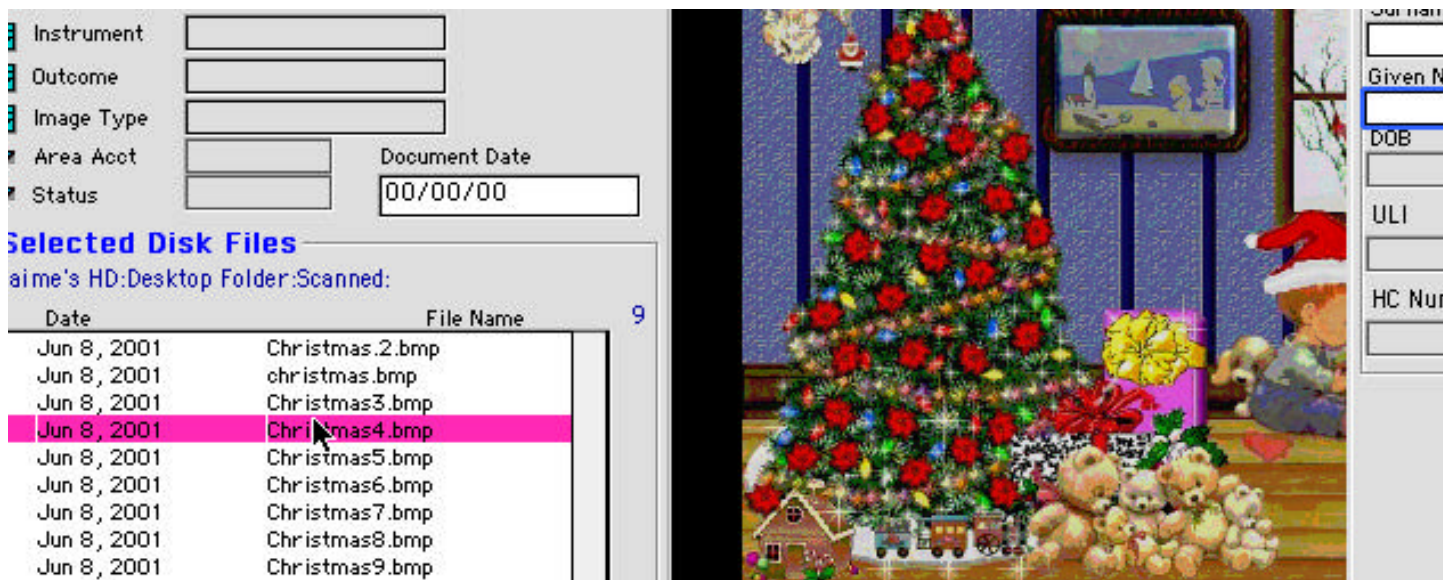
- 1) Go to the Tasks menu and select Images from Disk
- 2) Find the Images that you want to attach by clicking on the magnifying glass in the bottom left corner:



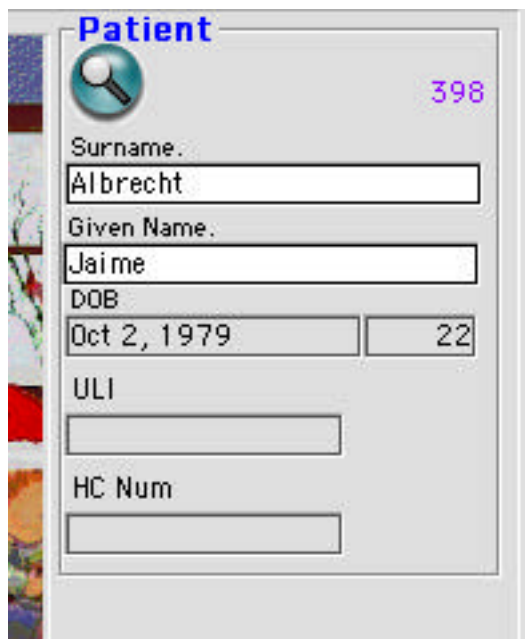
- 3) MediFile will present you with a screen to find where the images are stored. Here you want to highlight the Scanned folder (where the Images are), and then click on the Select button



4) Then select the image that you want to attach to a patient's chart. To do that click on one of the Images in the list on the left hand side of the screen. MediFile will show you a preview of the Image in the middle of the screen:



5) Enter in the patient's surname and given name, and hit Tab on your keyboard. MediFile will search for that patient.



6) Click on the New button



7) Enter in all of the pertinent information - the Dr To and Dr. From, status, Area account, ect.

8) Click on the Add1 button



9) MediFile will show you that this Image has been attached to that patient's chart as shown below:



10) If you need to add more than one page, click on the next Image, and then click on Add1 again. This will change the # Images to 2

11) When you have all of the Images attached, click on the Green check mark to save that to the patient's chart. The Image Key and # of Images should clear to 0:



12) Then you can start the process all over again...starting with finding the patient.