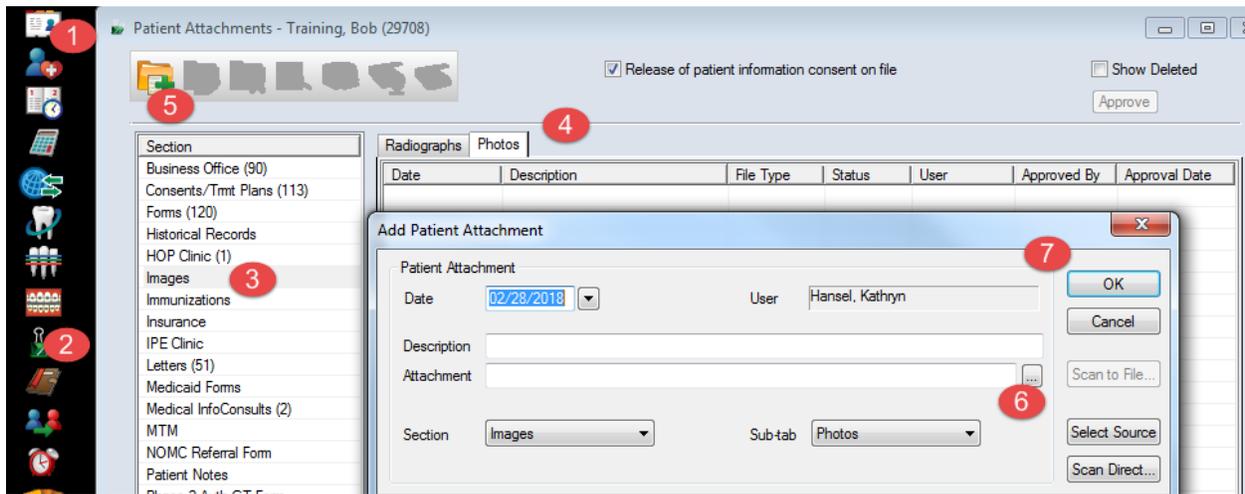


Scanning photographs into a patient's chart in axiUm

First, save the photo that you want to attach on your desktop.



- 1- Open the patient's chart in the **Rolodex** (last name, first name – enter), select patient- name must appear in status bar at the bottom of the axiUm screen
- 2- Open the **Attachments** module
- 3- Go to **Images** in Section column
- 4- Go to the **Photos** tab
- 5- Hit the **Create new Record** button (green plus sign) to open the **Add Patient Attachment** window
- 6- Hit the **browse** button- ellipsis button with 3 dots- find the photo that you have already saved on your desktop- select it to attach
- 7- Add a description in the **Description** field and hit the **OK** button
- 8- You should see the name of the file listed now and you can double click on the file name to open and view it.

***Remove the saved file from the desktop when finished.