Scanning photographs into a patient's chart in axiUm

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

1	Patient Attachments - Training, Bo	ob (29708)							
		Release of patient inform			ormation consent on file			Show Deleted	
III	Section	Radiographs	Photos						
	Business Office (90) Consents/Tmt Plans (113)	Date	Description	File Type	Status	User	Approved By	Approval Date	
4	Forms (120) Historical Records	Add Patient At	tachment					x	
Ħ	HOP Clinic (1) Images	Patient Attack	hment				-7		
00000	Immunizations	Date	02/28/2018	User	Hansel, Kathryn				
2	Insurance IPE Clinic	Description					Car	ncel	
13	Letters (51) Medicaid Forms	Attachment					Scan t	o File	
2.8	Medical InfoConsults (2)	Castian		C. h. m.h.	Photos		Select	Source	
	NOMC Referral Form	Section	IIIayes •	SUD-tab	THOLOS	•	Jelect		
	Patient Notes						Scan [Direct	

- 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.