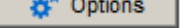
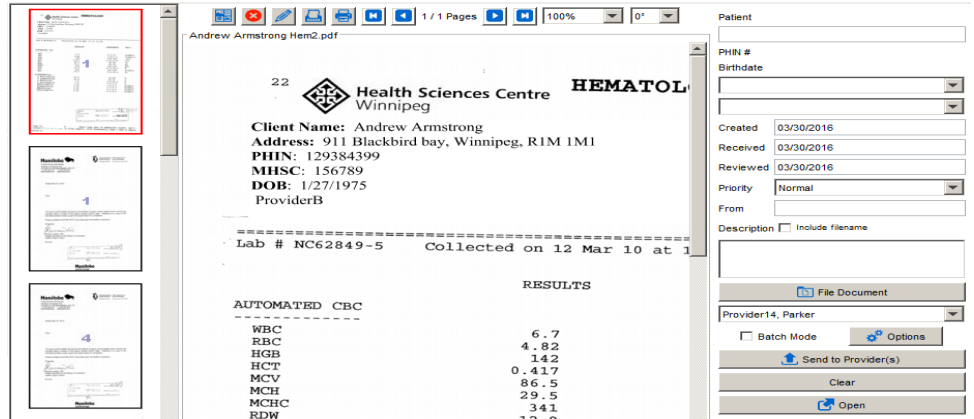
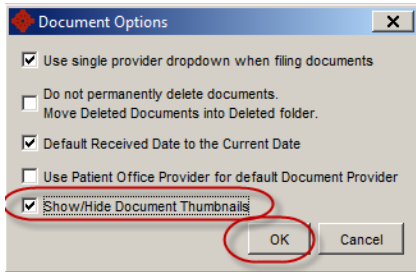


## DOCUMENTS SCREEN VIEW

**Left column** – thumbnail view of what's been uploaded

**Note:** If you can't see the thumbnails, click on

Options . Within in the Document Options check off Show/Hide Document Thumbnails and press OK.

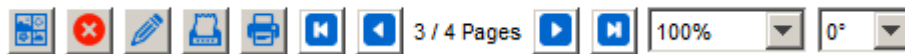


**Centre column** – preview of document







**Right column** – provides the user with prompts to tell indicate where the document is going


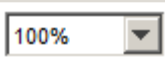

## PREVIEWING IMAGES/DOCUMENTS

### TOP TOOL BAR:



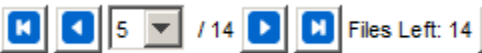


The top toolbar is specific to the selected **document** on the Left column of the Documents view. In the above example, toolbar is indicating that we would be looking at page 3 of 4 of the one document.

|   |   |
|---|---|
|  | Show/hide page thumbnails will allow you to preview the pages of the selected document. |
|  | Deletes the selected document out of the document queue.                                |
|  | Edit button allows splitting of selected document into numerous documents.              |
|  | Takes you to page 1 of the selected document.   |
|  | Takes you to the last page of the selected document.                                    |
|  | Takes you back one page in the selected document.                                       |

|   |  |
|---|--|
|  | Takes you forward one page in the selected document.                                   |
| 1 / 4 Pages   | Shows you what page you are previewing in the Middle column.                           |
|  | Provides options on shrinking or zooming the size of the preview in the Middle column. |
|  | Allows you to <b>rotate</b> the selected document.                                     |

### BOTTOM TOOLBAR



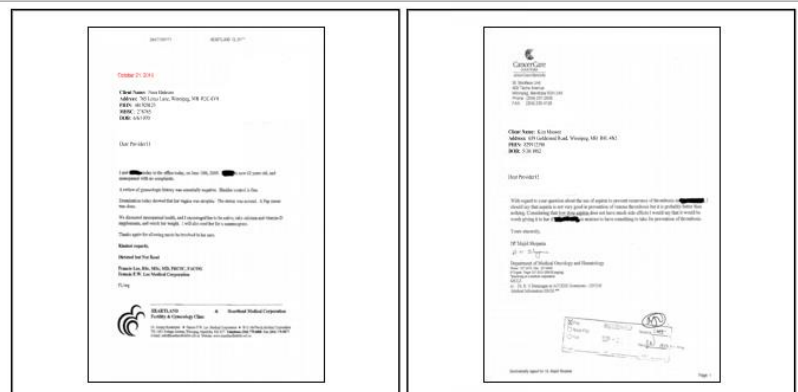
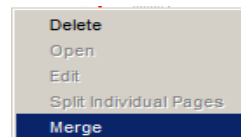
|   |  |
|---|--|
|    | Use these navigation icons the same as described in the Top Toolbar. The difference here is that the numbers represent documents, not pages within a document.<br><br>The number of documents remaining to file or send is found after <b>Files Left</b> : |
|  | Use this Reload Files icon to refresh the documents folder   |
|  | Document directory icon allows users to upload documents from other files and or locations.  |

## ACTION DOCUMENTS

### MERGE DOCUMENTS

Documents can only be merged before they are filed into a patient's chart. Once they have been filed then cannot be merged.

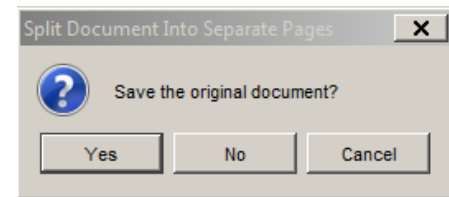
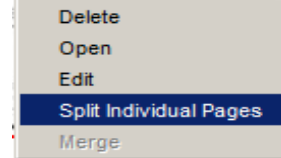
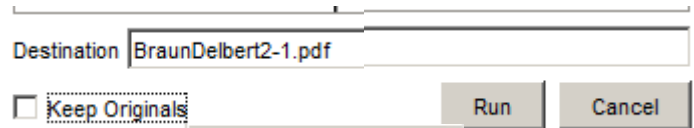
1. Click the **Documents** button on the Side bar to access the documents.
2. Click to select the document being merged by using Ctrl+click
3. Right-click on the one of the selected documents and click **Merge**. The Merge document window is displayed.




4. In the Destination field type in the filename for the new merged file.
5. Select the Keep Originals if you want the original documents to remain as they are. If this option is not selected then when the merged document is created, the original documents they came from will be deleted.
6. Click **Run**
7. The new merged document is displayed at the bottom of the document thumbnails.

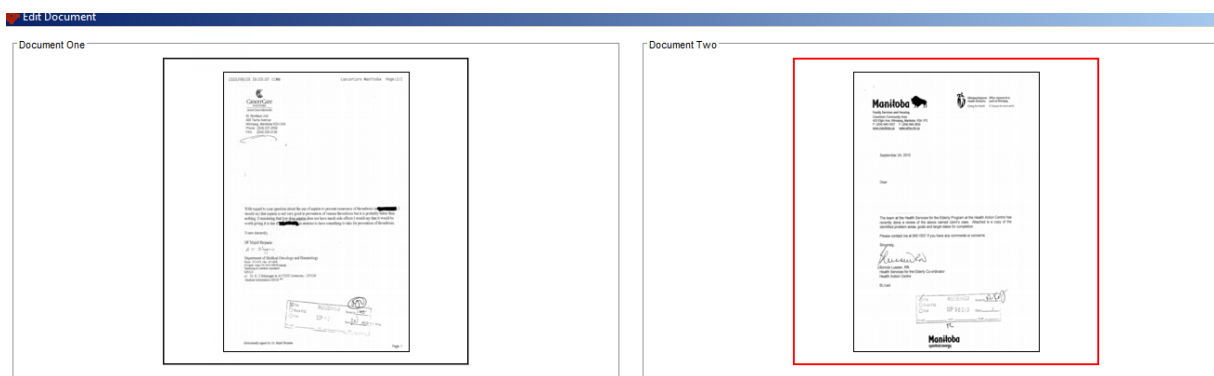
## SPLIT DOCUMENTS

1. Click on the **Documents** button on the Side bar to access the documents.
2. Select the applicable document.
3. To split the applicable document into individual pages right-click on the document and select the **Split individual Pages** option.
4. It will prompt whether to save the original document. There is no need to save the original unless you have split the document into single pages in error.



OR

5. To split document into two multi-page documents click on the **pencil icon**  on the top toolbar.
6. Click and drag the applicable pages from the left hand side (document one) to the right hand side (Document two).



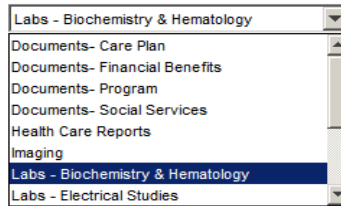
7. Click **Run** to create the new document.

## FILE A DOCUMENT

To save a document in Accuro you must file it to a patient's Virtual Chart.

1. Click the **Document button** on the side bar to access the documents.
2. Select the applicable document.
3. Load patient in the upper-right corner.

4. Click the downwards arrow and select the appropriate Document type from the drop-down list.



A screenshot of a dropdown menu for document types. The menu is open, showing a list of options. The option 'Labs - Biochemistry & Hematology' is highlighted in blue. Other options include 'Labs - Biochemistry & Hematology', 'Documents- Care Plan', 'Documents- Financial Benefits', 'Documents- Program', 'Documents- Social Services', 'Health Care Reports', 'Imaging', and 'Labs - Electrical Studies'.

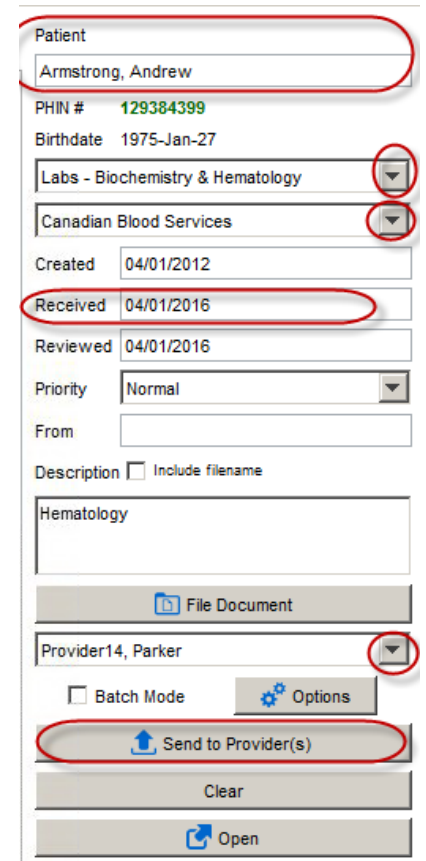
5. Click on the second downwards arrow and select the appropriate Subtype from the drop-down list.

6. Select the Created date using the calendar. The default is the current date.

7. Type in a comment in the Description text box if required based on Site standard practice.

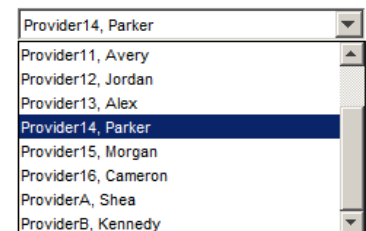
8. Select the applicable Provider the document needs to be attached and sent to.

9. Click the **Send to Provider(s)** button.



A screenshot of the 'FILE A DOCUMENT' form. The form is titled 'Patient' and contains the following fields and buttons:

- Patient: Armstrong, Andrew
- PHIN #: 129384399
- Birthdate: 1975-Jan-27
- Document Type: Labs - Biochemistry & Hematology
- Subtype: Canadian Blood Services
- Created: 04/01/2012
- Received: 04/01/2016
- Reviewed: 04/01/2016
- Priority: Normal
- From: (empty)
- Description:  Include filename  
Hematology
- File Document button
- Provider: Provider14, Parker
- Batch Mode:
- Options button
- Send to Provider(s) button
- Clear button
- Open button



A screenshot of a dropdown menu for providers. The menu is open, showing a list of options. The option 'Provider14, Parker' is highlighted in blue. Other options include 'Provider11, Avery', 'Provider12, Jordan', 'Provider13, Alex', 'Provider14, Parker', 'Provider15, Morgan', 'Provider16, Cameron', 'ProviderA, Shea', and 'ProviderB, Kennedy'.