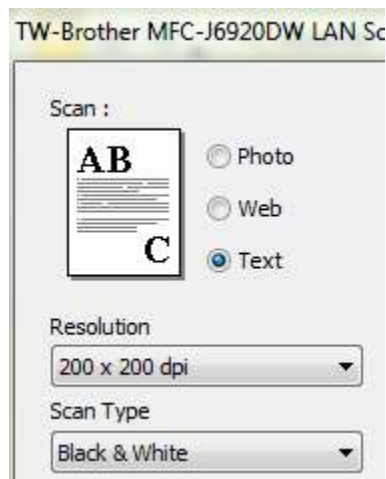


## Scanning and Attaching in MOIS

### SCANNING

1. Go to Data Exchange -> Scan Files
2. Select Folder where you scan files to (MOIS will remember for next time)
3. Unselect 'Run OCR After Scanning' (MOIS will remember for next time)
4. Place documents to be scanned into scanner
5. Press 'Start Scan' button within MOIS, follow prompts:



Best Practice Scanning Section:

- Scan as text document
- Resolution should be 200 x 200
- Scan Type should be black and white

This will reduce the size of the file. The only exceptions to this:

- Items that must be in colour such as ECG's
- Photo's

6. Go through and merge pages that need to be together (if need be)

### ATTACHING

1. Go to Attach Files
2. Choose the chart you want to attach the document to
3. Choose where you want the document to go by pressing the drop down arrow beside 'Record'
4. If you want to OCR document, press OCR Text
  - a. Press ok (if OCR is not accurate, change accuracy to low)
  - b. Go through document and make sure everything is accurate
  - c. You can check spelling
  - d. When happy, press "Copy to Record"
5. If you don't want to OCR or after you have run OCR:
  - a. Enter Record Detail
  - b. Date is the most important
6. When done, press 'attach'

NOTES: After press 'Attach' the file will still be on your list. This is in case you attach it the wrong patient, then you can still change it. To get rid of the greyed out files, press refresh and it will go away. Best way is to leave them all there in grey until you are done attaching.