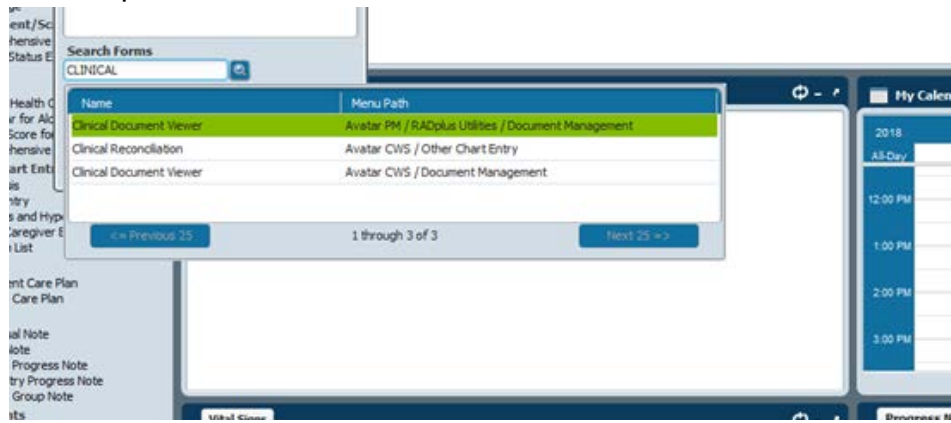


Scanned Documents

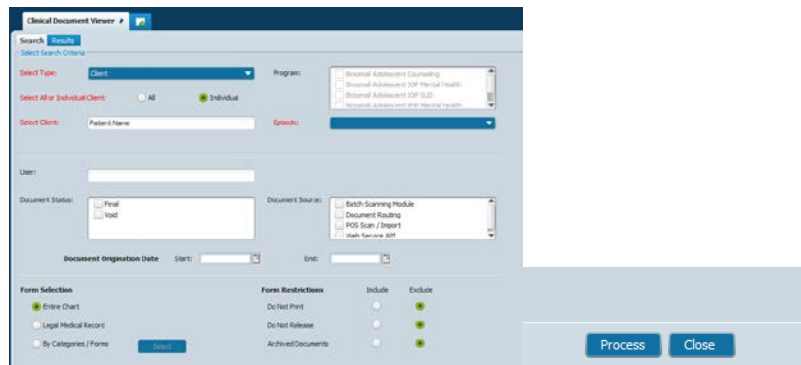
If a patient has scanned documents in their record that you would like to review, use the Clinical Document Viewer and follow the steps below.

Process

1. Access patient record and search for Clinical Document Viewer in forms.



2. Complete the required information below; Client name and Episode. Click “process” at bottom of screen.



Scanned Documents

3. All available scanned documents will then be listed. See example below:

Episode	Linked Record	Document Description	Document Date	Docu
1		Discharge Summary-Discharge Summary	05/03/2018	
1		Discharge Summary-Discharge Summary	05/03/2018	
1		Nursing Progress Note-Nursing Progress N	05/01/2018	
1		Patient Transferred to Riddle ED	05/03/2018	
1		Release of Information-Release of Inform	05/02/2018	
2		Comprehensive Biopsychosocial Assess...	05/05/2018	
2		Comprehensive Biopsychosocial Assess...	05/03/2018	
2		Comprehensive Biopsychosocial Assess...	05/03/2018	
2		Consent to Treatment Substance Use S...	05/03/2018	
2		Individual Note-Individual Note	05/05/2018	
2		Insurance Card	05/03/2018	
2		Nursing Progress Note-Nursing Progress N	05/07/2018	

4. Review the list and select the document you want to view.