Attaching Multiple Images to a Document

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Attaching Multiple Images to a Document

A clinic may want to attach multiple images to a document for many reasons. The images could include scanned consent forms, lab results, or x-rays. This process is helpful for paperless clinics because it is virtually a paperless process.

In order to use this method, you must obtain merge1.doc, merge5.doc, merge10.doc, merge15.doc, and merge20.doc. You can obtain these via AVImark. The merge5.doc contains the ability of attaching 5 images, merge10.doc contains the ability of attaching 10 images, merge15.doc contains the ability of attaching 15 images, merge 20.doc contains the ability of attaching 20 images. Below are three examples for how this process can be used in your clinic

Attach To Consent Forms

The following are instructions for scanning a multi-page consent form onto a treatment. Although this process instructs only for consent forms, you could use this for any document in which you want to merge or write in information and then scan that data into the computer. For this process you will need a scanner.

Setup

1. Obtain merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.

2. Save them in the My Document folder on the same drive as AVImark. You may want to create a folder inside the My Documents folder called Scanned Documents to store merge1.doc, merge5.doc, merge10.doc, merge15.doc and merge20.doc.

3. Verify you have a My Forms folder on the same drive as AVImark.

Instructions

1. Enter the treatment into medical history that goes with the consent form.

2. **Right-click | Document** and choose the consent form.

You may want to attach the consent form document to this treatment and assign the @ action code so the document automatically comes up.

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3. Print the document.

Using this method will merge information for the client/patient so you may use merge words. If you do not want information merged and plan to hand write all information, you could use pre-printed consent forms or print the documents from word.

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4. Fill out the document as appropriate. Once the client signs the form you are ready to scan into the computer.

5. In AVImark, right-click on the treatment in medical history and choose **Form | Edit**. Select merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.

6. Put the cursor in the frame on the first page top left corner.

7. Go to **Insert | Picture | From Scanner or Camera**.

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Because there are so many different scanners on the market, AVImark support cannot assist clinics with this step. You will need to scan the document following the prompts on the screen.

8. Once the first page is scanned, put your cursor in the second page frame.

9. Continue these steps until all pages of the consent form are entered into the document.

10. Click **Save**.

Attach Lab Results or Other Pre- Printed Material

The following are instructions for scanning multi-page documents onto a treatment. These documents could include laboratory results, x-rays or any multi-page document that you would put into the computer. For this process you will need a scanner.

Setup

1. Obtain merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.

2. Save them in the My Document folder on the same drive as AVImark. You may want to create a folder inside the My Documents folder called Scanned Documents to store the document.

3. Verify that you have a My Forms folder on the same drive as AVImark.

Instructions

1. Enter the treatment into medical history that corresponds with the document you want to scan into the computer.

2. Right-click on the treatment in medical history and choose **Form | Edit**. Select merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.

3. Put the cursor in the frame on the first page.

4. Go to **Insert | Picture | From Scanner or Camera**.

Because there are so many different scanners on the market, AVImark support cannot assist clinics with this step. You will need to scan the document following the prompts on the screen.

5. Once the first page is scanned, put your cursor in the second page frame.

6. Continue these steps until all pages of the consent form are entered into the document.

7. Click **Save**.

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Attach Images/Documents Already Saved on the Computer

The following are instructions for attaching multiple images/documents already saved on the computer.

Setup

1. Obtain merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.
2. Save them in the My Document folder on the same drive as AVImark. You may want to create a folder inside the My Documents folder called Scanned Documents to store the document.
3. Verify that you have a My Forms folder on the same drive as AVImark.

Instructions

1. Enter the treatment into medical history that corresponds with the images/documents you want to attach.
2. Right-click on the treatment in medical history and choose **Form | Edit**. Select merge1.doc, merge5.doc, merge10.doc, merge15.doc or merge20.doc.
3. Put the cursor in the frame on the first page.
4. Go to **Insert | Picture | From File**.
5. Browse to the correct photo or document then click **Insert**.
6. Once the first page is scanned, put your cursor in the second page frame.
7. Continue these steps until all pages of the consent form are entered into the document.
8. Click **Save**.

For any assistance with the above information, please contact AVImark Technical Support Phone: email us at Support@avimark.net or (877) 838-9273.

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