Scanning Multimedia

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This document was developed by Genius Solutions to introduce users to the process of scanning through patient Multimedia. Click on the text or page numbers within the Contents page to be brought to that specific item within the document.

eTHOMAS

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Multimedia

The Multimedia feature allows you to store patient media such as pictures, documents, video clips, etc. that may be useful to your practice. Users now have the ability to scan documents directly into the program. To scan patient media, you must activate the system setting EnableEnhancedMedia with a value of 1 and configure the scanning program located in the UTIL folder of the THOMAS directory.

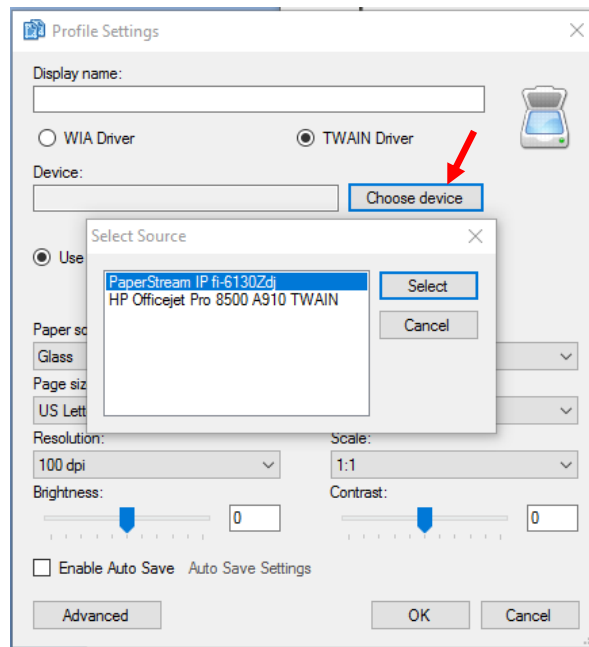## Configuring the Scanning Software

Once the scanner is installed on your computer, from the UTIL folder of the THOMAS directory, open the program called NAPS2.Portable. Click on Profiles.
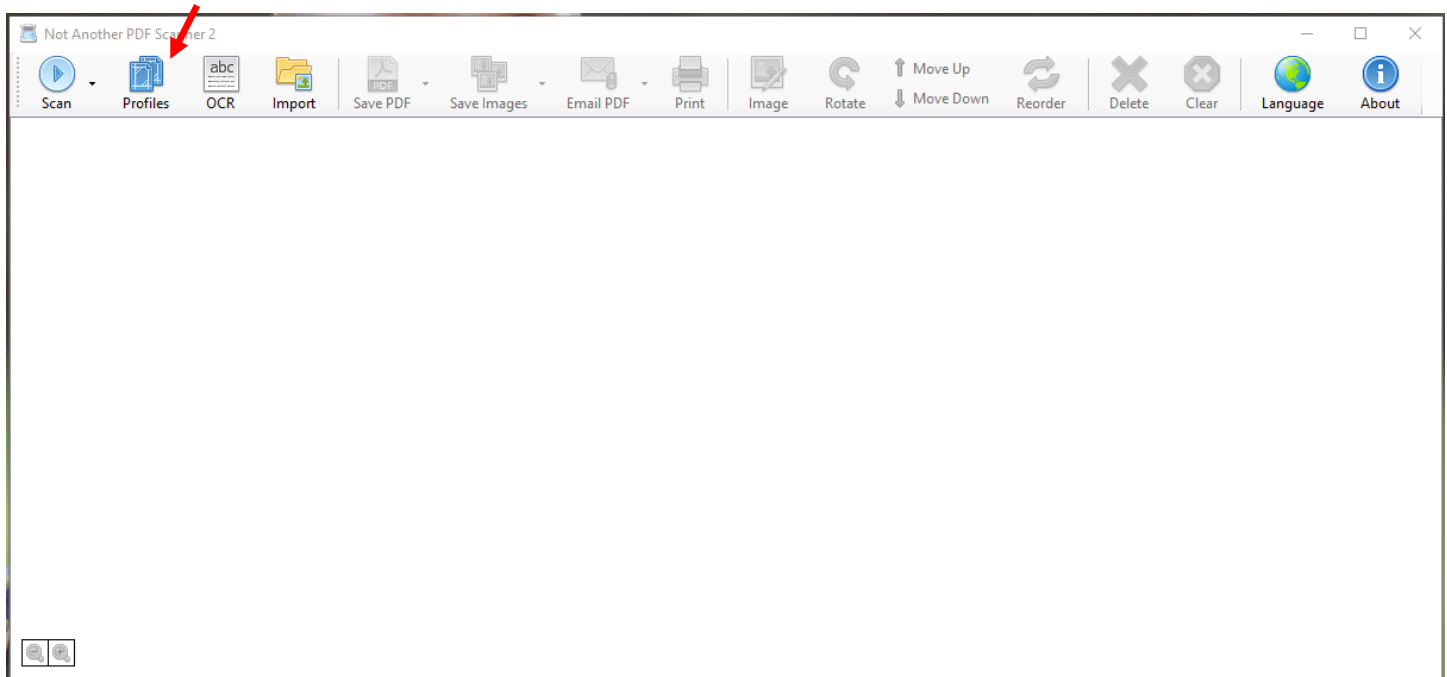
Click New to add a new scanner profile. *Note: Only one scanner at a time can be used.*
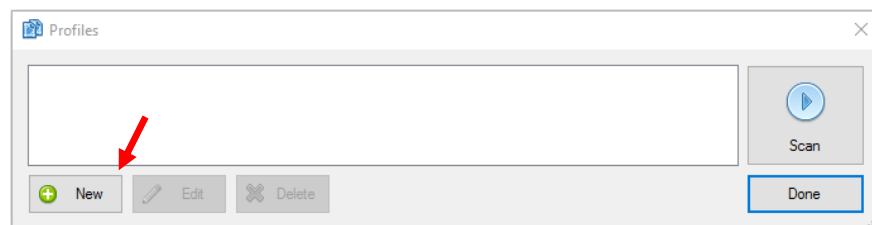
Click on "Choose device"and configure the settings for your scanning preferences.

Scanning Patient Multimedia

From the patient screen, click on Notes on the left menu, and click on Multimedia to enter the Multimedia List screen. Click on the Add button to begin adding the new information into the patient's multimedia section.

The fields available are:

- **Date** - Enter a date or right click on the box to pick the date from the pop-up calendar.
- **File** - Click on the **Browse** button to select the media file that you want to store.
- **Description** - Enter a description of this patient media.
- **Notes** - (optional) Enter an additional note to clarify this patient media.
- **Claim No** – (optional) Browse to choose a claim to attach this media to, if it is claim specific.

- **Filename** – If scanning, you must enter the filename to be used when saving the file.
- **Scan** – Click this button to bring up the scanner feature. Follow the scanner's routine for scanning.

Click **Save** to save the patient media. After you save the patient media, you can go back to see the media by clicking on the Show Media button. In this example a patient's xray was stored in a PDF file and placed in the Multimedia feature.

If a claim number was chosen when adding the media, you can access that media from inside the claim by clicking on View Media. Only media that is attached to that claim will appear when clicking on **View Media**.