

**symmetry**-Mini PACS

# **Feature Summary**

## **Scanning Documents**

© 2023 Konica Minolta Healthcare Americas, Inc.

## Scanning in Symmetry Mini PACS

### Attached Files

You can add documents to a patient chart, or view ones that are already attached.

1. On the worklist, select the **ALL STUDIES** tab.
2. On the study shortcut menu (right click), select **Attached Files**.
3. Optional. To find a document, do one of the following.
  - To show all available documents, select **Show All Documents** check box.
  - Use the search bar to find a document by type, source, or other criteria, and then select **RELOAD**.
4. To view a document in the list, double-click it.

### Upload a DICOM file

You can upload DICOM-compatible files and add them to a study.

1. In the worklist, on the study shortcut menu (right click), point to **DICOM Upload** and then select **Upload File**.
2. In the **DICOM Upload** dialog:
  - Select a series description.
  - Select **SELECT FILES**, navigate to a file to upload, and then select **Open**.
  - Select **UPLOAD**.

### Scan and attach paper documents to a patient chart

You can scan paper documents and forms, and attach them to the patient chart. Symmetry Mini PACS converts the scans to a DICOM-compatible format.

**Prerequisite:** Connect a TWAIN-compliant scanner, and install Exa Scans.

1. On the study shortcut menu of an unread study, select **Attached Files**.
2. Place a document in the scanner, and do one of the following.
  - To scan one page without scanning options, select **QUICK SCAN**.
  - To scan with scanning options, in the **QUICK SCAN** button menu, select a scan type.
3. To upload the scan to the patient chart, select **UPLOAD**, and then in the second Patient Document dialog box:

- Enter metadata for the document.
  - Select **SELECT FILES**, navigate to and select a file, and then select **Open**.
4. Select **SAVE**.

### Scan to an order or study

You can scan an image to a DICOM file and attach the file to one or all studies in an order.

1. On the worklist, select the **ALL STUDIES** tab.
2. On the study shortcut menu, do one of the following.
  - To scan to the study, point to **DICOM Upload** and then select **Scan to study**.
  - To scan to all studies in the order, point to **DICOM Upload** and then select **Scan to order**.