

Symmetry Mini PACS

Feature Summary

Scan Documents

©2023 Konica Minolta Healthcare Americas, Inc.

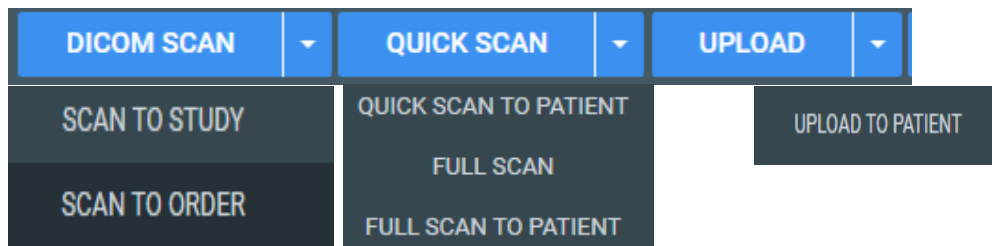
Attach Files

You can add or view documents that are attached to a patient record or study.

1. On the worklist, right-click a study row and select **Attach Files**.



2. To find a document, do one of the following:
 - To show all available documents, select the **Show All Documents** check box.
 - Use the search bar to find a document by type, source, or other criteria, and then click **RELOAD**.
3. To view an existing document in the list, double-click it.
4. To add a document, follow one of the procedures below to **DICOM SCAN**, **QUICK SCAN**, or **UPLOAD** a document.



DICOM scan

Symmetry Mini PACS can convert scans to a DICOM-compatible image format.

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

1. Place document(s) in the scanner.
2. On the **DICOM SCAN** button menu, select one of the following.
 - Scan to Study** - Add a document as an image to existing images
 - Scan to Order** - Add a document as an image to an order without any images

Result: The **Scan Tool** opens. See instructions at the end of this document.

Scan and attach documents to a patient chart or study

1. Place document(s) in the scanner, and then select one of the following.
 - Quick Scan** - Scan to the **Study** without preview or ability to manipulate document with the Scan Tool.
 - Quick scan to patient** - Scan to the **Patient Chart** without preview or ability to manipulate document with the Scan Tool.
 - Full Scan** - Scan to the **Study** using the Scan Tool to edit the document before saving.
 - Full Scan To Patient** - Scan to the **Patient Chart** using the **Scan Tool** to edit the document before saving.

Result: The **Scan Tool** opens. See instructions at the end of this document.

DICOM upload

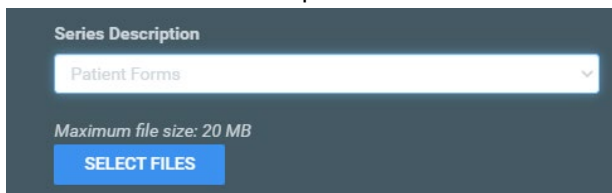
You can upload DICOM-compatible files and add them to a study.

1. In the worklist, right-click a study row, hover over **DICOM Upload**, and then select **Upload file**.



2. In the **DICOM Upload** dialog box, do the following.

- Select a series description to label thumbnails in the viewer.



- Click **SELECT FILES**, browse for and select a file to upload, and then click **Open**.
- Click **UPLOAD**.

Scan Tool

1. In the Scan Tool, select **Scan Now** to scan the document.

2. Adjust the image by using the sliders and **flip** and **rotate** buttons.

3. Select a **Doc Type** (if DICOM scanning, this is the series name of the image).

4. Select **Accept** to save.

