

# How to Scan the Culture Report

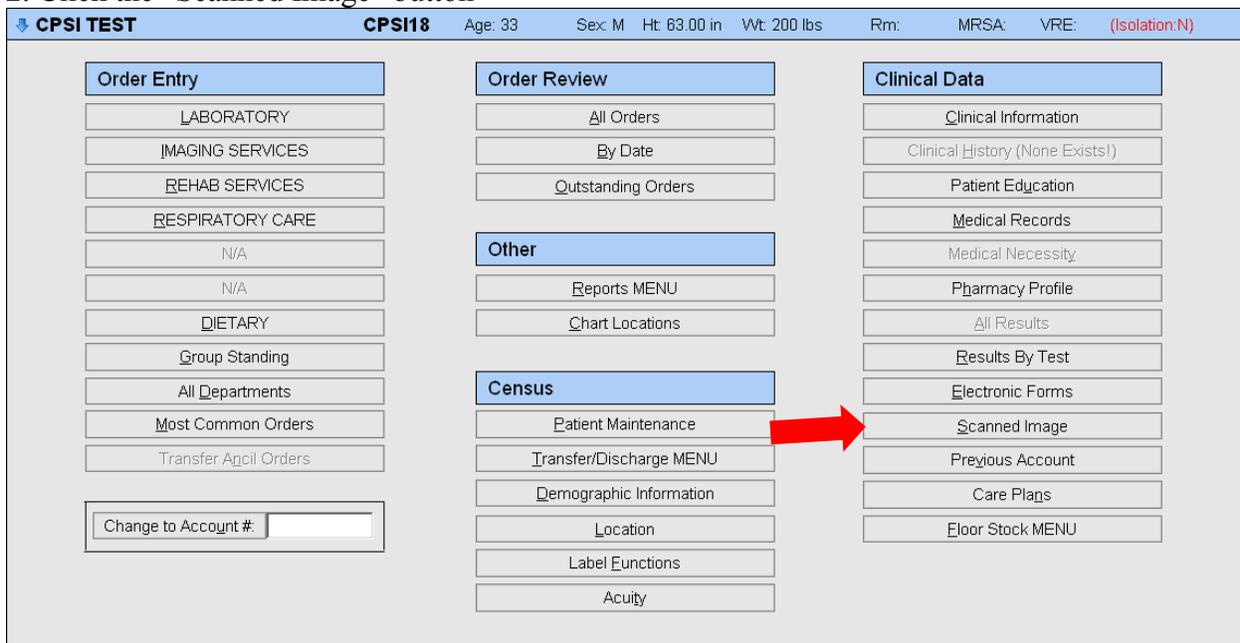
## **CAUTION**

**Please verify the patient name and patient account number on both the paper report and the computer screen. In case the incorrect report is scanned into the CPSI system, it CANNOT be removed.**

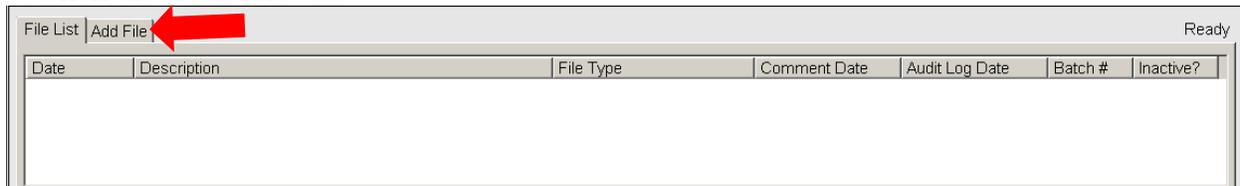
### 1. Enter the patient's account number in "Hospital Base Menu"



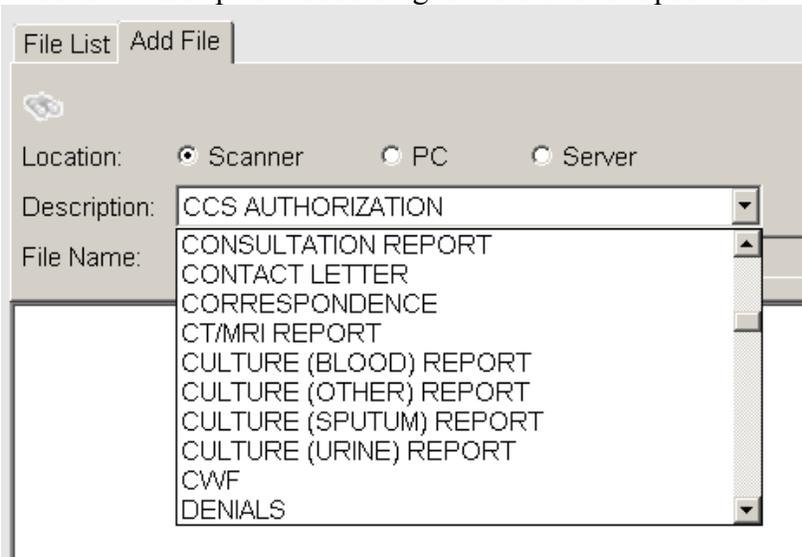
### 2. Click the "Scanned Image" button



### 3. Click the "Add File" tab



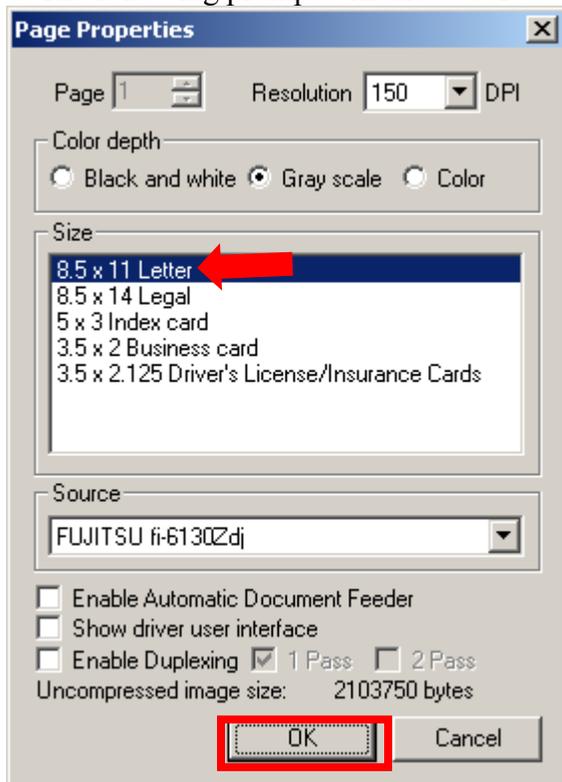
4. Select “Description” according to the source of specimens



5. Place the report in the scanner facing down. Click the “Scan” button to scan



6. The following prompt will show. Select “8.5 x 11 Letter” for size and click “OK”.



7. Click the “X” button on the upper right hand corner to exit



8. Click the “Yes” button to save

