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"

| 🔶 🚔 | 0 🌜 💯 | MONTEREY PARK HOSPITAL | | | Signed On Emp: STW D | | |
|--------------------------|--------------------------------|------------------------|-----------------------------|--|-----------------------------|----------------|--|
| ا 👔 Ho | spital Base Menu | | | | | | |
| | Sign Off Change Department | <u>P</u> atient List | Print Reports | | POC Access | Phys Phone/Eax | |
| Enter Patient Account #: | | | | | | | |
| | Patient Functions | Clinical F | Clinical Functions | | Other Functions | | |
| | Profile Listing | | | | Department <u>S</u> pecific | 2 | |
| | Temporary Account Registration | | Or <u>d</u> er Verification | | Master Selection | | |
| | | | Or <u>d</u> er verniealion | | Master eeleetion | | |

2. Click the "Scanned Image" button

| Order Entry LABORATORY | | Order Review | | Clinical Data | |
|-------------------------|------|-------------------------|--|---|--|
| | | <u>A</u> ll Orders | | Clinical Information | |
| IMAGING SERVICES | | <u>B</u> y Date | | Clinical <u>H</u> istory (None Exists!) | |
| REHAB SERVICES | | Outstanding Orders | | Patient Ed <u>u</u> cation | |
| RESPIRATORY CARE | | | | Medical Records | |
| N/A | Othe | ər | | Medical Necessity | |
| N/A | | Reports MENU | | P <u>h</u> armacy Profile | |
| DIETARY | | Chart Locations | | <u>A</u> ll Results | |
| Group Standing | | | | <u>R</u> esults By Test | |
| All <u>D</u> epartments | Cen | sus | | Electronic Forms | |
| Most Common Orders | | Patient Maintenance | | Scanned Image | |
| Transfer Ancil Orders | | Transfer/Discharge MENU | | Pre <u>v</u> ious Account | |
| Г | | Demographic Information | | Care Pla <u>n</u> s | |
| Change to Account # | | Location | | Eloor Stock MENU | |
| <u> </u> | | Label <u>F</u> unctions | | | |
| | | Acuity | | | |

3. Click the "Add File" tab

| ſ | File List Add F | File | | | | | Ready |
|---|-----------------|-------------|-----------|--------------|----------------|---------|-----------|
| | Date | Description | File Type | Comment Date | Audit Log Date | Batch # | Inactive? |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

4. Select "Description" according to the source of specimens

| File List Add | File |
|---------------|--|
| \$ | |
| Location: | Scanner O PC O Server |
| Description: | |
| File Name: | CONSULTATION REPORT |
| | CURRESPONDENCE CT/MRI REPORT CULTURE (BLOOD) REPORT CULTURE (OTHER) REPORT CULTURE (SPUTUM) REPORT CULTURE (URINE) REPORT CWF DENIALS |

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

| File List Add File | Ready |
|-------------------------------------|-------|
| Ø | |
| Location: @ Scanner C PC C Server | |
| Description: CULTURE (BLOOD) REPORT | |
| File Name: | Scan |
| | |

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

| Page Properties X |
|---|
| Page 1 🚍 Resolution 150 💌 DPI Color depth O Black and white 💿 Gray scale O Color |
| Size |
| 8.5 x 11 Letter |
| 8.5 x 14 Legal 5 x 3 Index card 3.5 x 2 Business card 3.5 x 2.125 Driver's License/Insurance Cards |
| Source |
| FUJITSU fi-6130Zdj |
| Enable Automatic Document Feeder Show driver user interface Enable Duplexing ▼ 1 Pass ■ 2 Pass Uncompressed image size: 2103750 bytes OK Cancel |

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

 UTURE (BLOOD) REPORT
 - Page 1 of 1 - cpscan

 Edit View Help

 Image: A page: _ 8 ×

8. Click the "Yes" button to save

| CPScan | | × | | | |
|--------|--|---|--|--|--|
| 1 | Save changes to CULTURE (BLOOD) REPORT | | | | |
| | Yes Cancel | | | | |