
DOCUMENT IMAGING OPTIONS/0339

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Date Established: 2/2001

Date Reviewed/Revised: 9/2011, 5/2012, 10/2013, 7/2015

Policy

The following policy describes the document imaging options available to Medical Center clinicians for patient care documentation.

Procedure

Image Standards

- Image format: pdf, jpeg or tif for Options 2 & 3
- Maximum image size: 8 MB
- Identification: Inclusion of patient sticker containing patient information within the photo itself (or patient information included by the sending system)
- Epic image management training is strongly recommended prior to use for Option 1
- Personnel uploading the image should participate in the patient care encounter
- Images must be uploaded into Epic and deleted from the device (e.g. camera, portable device, etc.) immediately. The device may also not leave the University grounds until all patient images are uploaded and removed.
- Images not meeting the above standards will not be imported or scanned into the EMR

Note: Patient consent is not required if the image is used for identification, diagnosis or treatment purposes. Images taken for these purposes should be made a part of the patient's medical record. Patient consent is required if the image will be used solely for educational or research purposes or any other purpose other than for the identification, diagnosis or treatment of the patient. These images should not be made a part of the patient's medical record.

Option 1 – Import a digital image into Epic (via Epic - Media Manager)

CLINIC or PROVIDER

1. Identify correct patient and/or encounter
2. Select the appropriate document type from the following list:
 - Photograph - Surgical
 - Photograph – Skin/Wound
 - Photograph – Ear, Nose, Mouth, or Throat
 - Photograph – Eye(s)
 - Photograph – Outside Facility
 - Photograph – Endoscopy
 - Photograph – Bronchoscopy
 - Photograph – Other
 - Photograph – Outside Facility
3. Import the image directly into Epic

Option 2 – Import a digital image into On-Base

CLINIC or PROVIDER

1. Email image to the R HIS DocImport group with a subject of Results – Image/Photo
2. Name the file with the patient identification (If multiple images exist use the following naming convention: 1234567A, 1234567B, etc.)

HIS

1. Monitor email group
2. Verify and correct any account numbers or medical record numbers in error
3. Import images into On-Base
4. Move images from the e-mail group location to a “completed” folder for QA purposes

Option 3 – Scan printed images into On-Base

CLINIC or PROVIDER

1. Secure image to an 8.5 x 11 sheet of paper
2. Affix patient label or document patient identification on the paper
3. Submit to HIS via HIS courier

HIS

1. Scan images into On-Base

Reviewing images from Epic

- Images will be located by patient (and visit if visit number is provided)
- Option 1 images will be located under the Media tab with the assigned document type
- Options 2 & 3 images will be located under the Media tab with a document type of Results-Images/Photos

Who do I contact with questions, etc.?

- E-mail the CL HIS Doc Imaging group

Related Information

Medical Center Policy 0024 – Informed Decision-Making and Disclosure of Outcomes

Medical Center Policy 0030 – Use of Photography and Video Technology in the Medical Center