
Viewing Documents from the ChartView

Overview

From the client's chart, you can view documents that have been scanned/imported from ImageNow to Avatar.

Before You Begin

Prerequisites: You must have the following items configured to view documents from a chart.

- You must have access to the client's chart.
 - You must have the ability to **View** and **Print** documents in the **Document Management Definition** section of **User Role/User Role Definition**.
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View a Client's Chart

1. In the **Client & Staff** widget, in the **Search Client** field, type a client's Patient ID or Last Name.

System result: The client's name displays in the **Recent Clients** section.

2. Double-click the client's name.

System result: The ChartView is displayed.

View any Scanned or Imported Documents

1. In the ChartView, any scanned/imported documents appear in the **Document Section** on the left side of the screen.

Note: If no documents have been scanned or imported for this client, the **Document Section** will not be visible.

System result: Every episode that a client has been admitted into is listed at the top of the chart, including an option for non-episodic. As documents are scanned into the client's chart, they are divided into these tabs.

2. A number in parenthesis next to the episode number indicates the number of documents that have been scanned into the episode. Click the **Episode** tab to view those documents.
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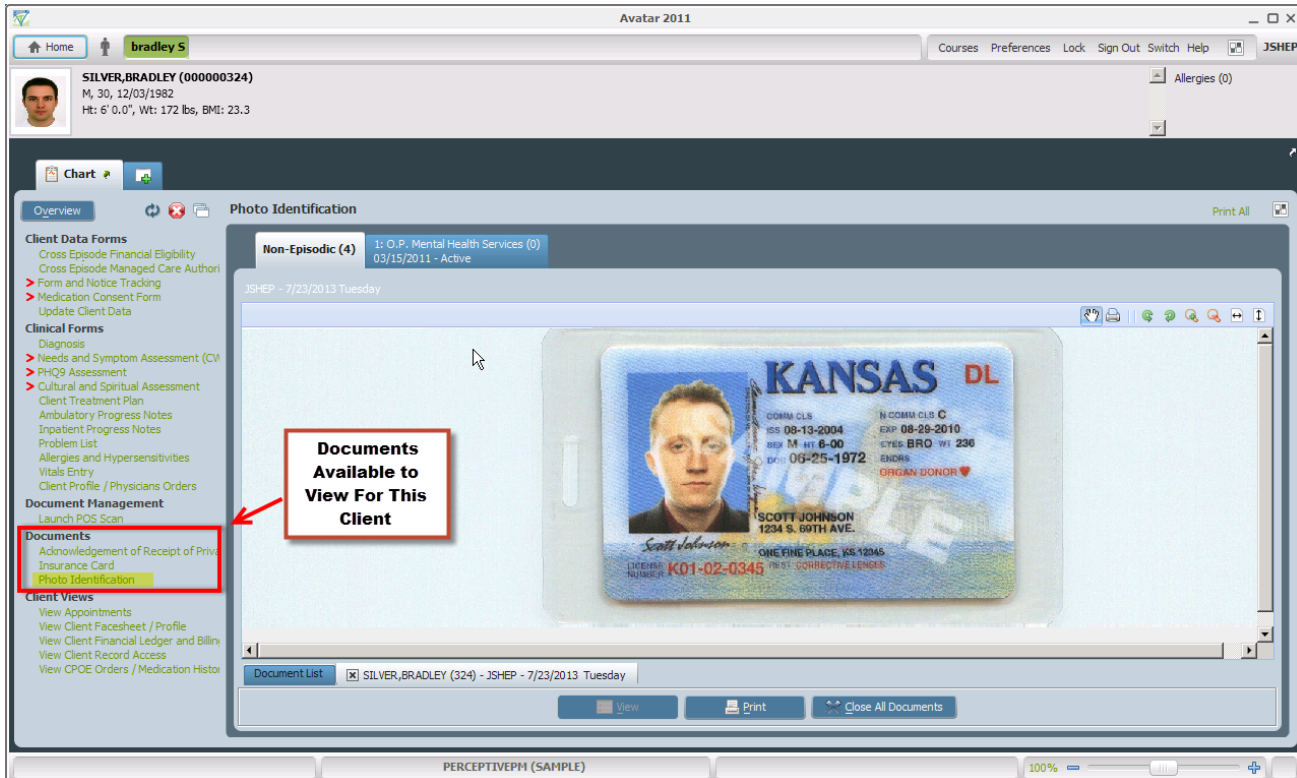


3. Click the relevant documents you want to view by clicking on one of the document types listed in the **Document Section**. The documents will then display by episode in a grid view.
4. Select the check box in the **View** column next to the document that you would like to open and then click **View**.

Note: If you do not have access to view a particular document, a yellow pad lock is displayed next to the **View** checkbox.

System result: The document will load and appear on the screen.

5. Optional. To print the image, click **Print**.



6. To close the document you are viewing, click the **Close All Documents** button at the bottom of the screen.
- 7.

Click the Red X on the upper-right side to exit the client's chart.



