

Search for Documents

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Version 14.19

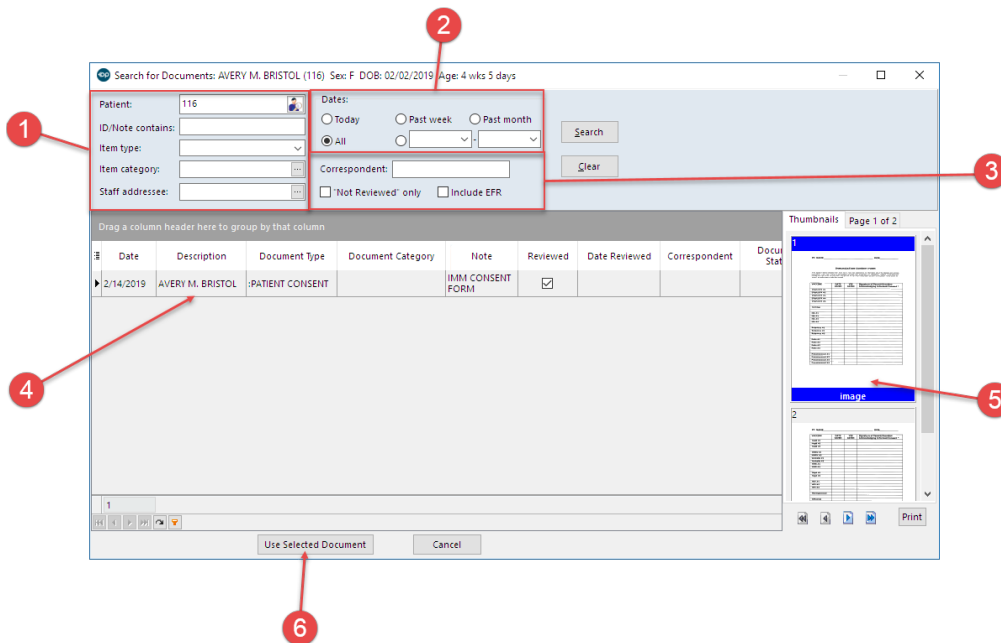


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Search for Documents

Path: Clinical or Practice Management tab > Document Mgmt button > Search button

The Search for Scanned Items window searches for scanned records.



Search for Documents Map

Number	Section	Description
1	Image properties search	<p>The search criteria can be narrowed to image properties.</p> <ul style="list-style-type: none"> Patient: The Patient field locates documents by patient ID or name. ID/Note Contains: Looks up documents based off the Contents of ID/Note. Item Type: The Item Type field finds documents based on the type of item. Item category: The Image Category field opens the Image Categories window. Locate the type of item in the list on the left and then click once to select. The Item categories available for that item type will appear in the box on the right. Staff addressee: The Staff Addressee field selects the staff name/ID who entered the item. Clicking the ellipse button opens the Staff Name Lookup window.
2	Dates	The Date Range field looks up the document based upon the date the document was entered into the database.
3	Correspondent	The Correspondent field looks up any documents with the specified correspondent.

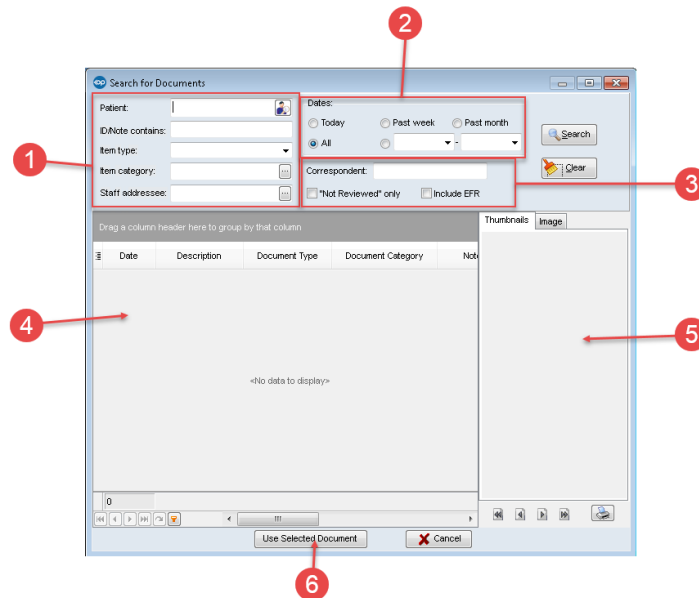
4	Document List	The Document List grid contains the list of found documents based on the selected search criteria.
5	Image previewer	The image previewer displays a thumbnail of the selected document. Clicking on the image opens the image editor.
6	Use Selected Document button	The Use Selected Document button opens the selected items from the Document List.

Version 14.10

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Path: Smart Toolbar > Docs button > Search button

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