

Capturing and Scanning Photo IDs

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About

OP users may want to use an identifying photo as a child's identification (:PHOTO ID) for their chart, or they might want to take photos of unusual physical findings for a child's record (:PHOTO).

There are several ways to get a patient photo into OP. Below you'll learn how to:

- [Capture the Photo Using a Digital Camera](#)
- [Import a Photo from a Digital Camera](#)
- [Scan the Photo](#)
- [Label the Photo to Save it to the Patient Chart](#)


Capture the Photo Using a Digital Camera

Your digital camera ships with its own software, which contains a specific interface. Before scanning photos, follow the camera's instructions on how to capture and organize digital photos.

1. Click the **Document Mgmt** button to open the Manage Documents window.
2. Click the **New Document** button.



Note: If a patient was previously selected, their Document information is displayed in the Document Details panel of the window. You'll receive a confirmation window asking if you want to retain that information. Click [None](#), [Details](#), or [All](#). Any information you choose to retain can be edited, as appropriate, before saving. Clicking **Cancel** will close the confirmation and take you back to the previous record with no changes made to the current record.

3. Click the **Camera** button in the Acquisition Panel. This activates the digital camera. Your camera's own picture capture interface opens.
4. Click the **Snapshot** button when the patient is ready.
 - Right-click on the **Thumbnail** and select **Show Full Screen** to expand a photo to full view.
 - Right-click on the **Thumbnail** and select **Delete** to delete a photo from the Sketch Panel.
5. Click the **Exit** button.
6. Drag the thumbnail from the Sketch Panel to the Thumbnails panel (or right-click on the **Image** in the Sketch Panel and select **Copy** from Sketch folder to Document).
7. Click the **Edit** button and then use the **Cropping Tool**  to crop the image.
8. Proceed to the [Label the Photo and Save it to the Patient Chart](#) section below to attach it to the patient's chart.

Import a Photo from a Digital Camera


Follow these steps to upload a photo from a digital camera without a Twain device or from a scan disk card.

1. Plug your digital camera or put the card into your computer.
2. Save the pictures from the camera or card onto the computer.
3. Click the **Document Mgmt** button to open the Manage Documents window.

4. Click the **New Document** button.



Note: If a patient was previously selected, their Document information is displayed in the Document Details panel of the window. You'll receive a confirmation window asking if you want to retain that information. Click **None**, **Details**, or **All**. Any information you choose to retain can be edited, as appropriate, before saving. Clicking **Cancel** will close the confirmation and take you back to the previous record with no changes made to the current record.

5. Click the **Input Image Files** button.
6. Locate the photo you saved on your computer and click **Open** to import it. The photo is displayed in the sketch folder in the Input window.
7. Right-click the **Photo** and select **Copy from Sketch folder to Document**.
8. Click the **Edit** button.
9. Click the **Crop** button  to crop the photo.
10. Proceed to the **Label the Photo and Save it to the Patient Chart** section below to attach it to the patient's chart.

Scan the Photo

You might use this process to scan a copy of a parent's driver's license or military ID.

1. Click the **Document Mgmt** button to open the Manage Documents window.
2. Click the **New Document** button to open the Image Acquisition window.



Note: If a patient was previously selected, their Document information is displayed in the Document Details panel of the window. You'll receive a confirmation window asking if you want to retain that information. Click **None**, **Details**, or **All**. Any information you choose to retain can be edited, as appropriate, before saving. Clicking **Cancel** will close the confirmation and take you back to the previous record with no changes made to the current record.

3. Click the **Document Scan** (scanner icon) button in the Acquisition panel. This turns on the scanner and opens the Scan Options window.
4. Place the photo to be scanned face down on the scanner screen. It is not recommended to insert a photo into a page feeder.
5. If you have a page-feed scanner, deselect the **Feeder** checkbox in the Scan Options window. This enables the system to scan from the scanner screen as opposed to the feeder.
6. Click the **Scan** button.
7. Once the photo has been scanned and is displayed in the Sketch Panel, right-click on a **Thumbnail** and select **Copy from Sketch folder to Document**.
8. Proceed to the **Label the Photo and Save it to the Patient Chart** section below to attach it to the patient's chart.

Label the Photo to Save it to the Patient Chart

1. Click into the *Patient ID* field and click the **Patient Search** button. The Patient Directory look-up window is displayed.
2. Search for and select the patient. The patient's name will appear in the *Patient name* field.
3. Click into the *Item Type* field and use the drop-down to select the type.
 - To use this image as the child's ID photo for the front of their chart, select **PHOTO ID**. This photo will be used on reports for which an ID picture of the patient is needed.
 - For all other kinds of images you want to store in the patient's chart, select **PHOTO**.
 - **Note: a child can only have one :PHOTO ID active at a time.** If you put a second image in the chart and label it **:PHOTO ID**, then the most recently-added photo will become the new identification image for the patient.
4. Click into the *Item Category* field and use the drop-down to select the Category (optional).
5. Select the **Reviewed** checkbox.
6. Click the **Save** button.

