# How do I copy a scanned item to another patient?

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To copy a scanned document to another patient, follow the steps below:

1. Click the **Document Management** button in the Clinical and Practice Management tab.
2. Use the Patient Finder to search for the patient who has the document attached to the chart.
3. From the Document List pane on the left, select the document to be copied.
4. Right-click on the image in the Preview Panel.
5. Select **Copy to Clipboard**.



6. Use the Patient Finder to search for and select the patient chart where you will paste the document.
7. Click the **New Document** button.
8. Right-click in the Sketch Panel and select**Paste from Clipboard**.
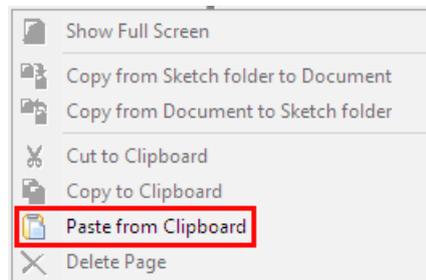


9. Drag the item over to the Preview Panel.
10. Complete the Document Details.
11. Click **Save**.