Scan and Save a Document to the Non-Patient Directory

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About

The Non-Patient Directory (NDP) is a secure document repository where documents unrelated to one specific patient are stored.

These documents may include any type of correspondence to the practice, such as letters or EOBs, to name a couple.
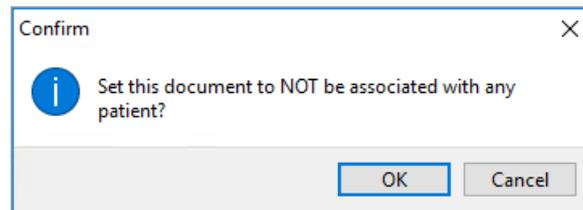
Save to the Non-Patient Directory

1. Scan or import the document into OP as you normally would.
2. Click in the **Patient ID** field.
3. Click the **red X** located to the right of the Patient Finder.

4. Click **OK** in the confirmation window.

5. Click in the Item Type field, and select **Non-Patient Directory** form the drop-down menu.
6. Leave the Item Category field blank.
7. Complete the rest of the document details as you normally would.

> 💡 **Tip:** To be able to easily search for documents saved to the Non-Patient Directory, enter a note in the **Notes** field.

8. Save the document.