

**X-RAY IMPORT  
INSTRUCTIONS**

At the start of the day each computer will be started up, the patient portal will be opened and logged in.

1. Once the X-ray has been captured, save the image to the desktop using the Patient Record # as the file name.
  - a. If there is more than one X-ray taken then name them #####-1, #####-2, etc
2. To import a patient's X-Ray(s), begin by clicking Search Patient.
  - a. Enter either the Patient Registration Number (upper right corner of the paper form), or the first few letters of the last name or their Date of Birth. If you can't find them using one of those options, try another.
  - b. Select the patient from the list.
3. Once selected, from the menu bar click on the down arrow next to their name and select X-RAY. This will take you directly to the X-Ray section of the patient form. Alternatively, you could scroll down until you come across the X-Ray section.
4. Click Add X-ray (bottom left of the X-ray section).
5. For each X-ray Click on the first available CHOOSE FILE.
  - a. Go to the USB Drive and Click on the X-Ray for that patient, then click OK.
  - b. Be sure to select the correct type of X-ray as this is automatically recorded on the treatment totals and recorded in the electronic patient record.
  - c. Repeat until all x-rays for this patient have been uploaded.
6. CLICK SAVE
7. CLICK SAVE AGAIN
8. Click Search Patient and you are ready for the next patient.
9. All x-rays are to be recorded on the patient record in **BLUE** pen so the paper record has a complete history of the patient visit. If a printed copy of the X-ray is made, staple the x-ray to the back of the patient record form with the x-ray facing out.
10. As time permits, move the X-rays on the USB drive from the default folder to that day's folder (i.e. Friday to the folder Friday) so that you don't have to search through so many files to find the one you are looking for. At the end of the day be sure that all X-rays have been moved to the day file.
11. If your USB drive gets filled up, and you aren't able to save, let the lead know and she will contact the Program Coordinator to move the files to the master drive. In the meantime, save the file to the desktop.