Med Software LLC
Created: 9/13/2011
Version: 1
Page: 1 of 2
By:KLM

Ebridge Scanner
User Instruction

RE*Source*

Ebridge Scanner

The ebridge scanner is a useful tool for documents that you would like to attach to a patient record. There are two common ways that a document may need to be scanned into Resource:

1. A physical hard copy of a document can be run through a scanner and attached to an individual patient record in Resource.

OR

2. An electronic copy can be sent to a patient record through the Ebridge print driver. This is useful when a patient sends documents via email or electronic fax; it can be sent directly to the Resource patient record without printing or scanning.

Scanning directly from Resource

- Through the Patient Explorer find the patient that requires the documents.
- Once selected, hit the Image Scan icon (purple arrow) under the Patient Shortcut Toolbar at the top of the main page in Resource:

-

- This will bring up the ebridge window where you will scan.
  Please see video below for details of scanning a hard copy document:

  Scanning Hard Copy

Scanning to Ebridge print driver

- Through the Patient Explorer find the patient that requires the documents.
- Make note of the five digit patient id. You will need this number to attach the scanned documents to the patient record.

> **TIP:** If you have a difficult time seeing the patient Id number that is at the top of the Resource window, click on Patient, Demographics and the ID will be visible at the top of this window: <aaa, aaa> Pid <39898>

- Go to the designated document and open it.
- Please see video below for details of scanning an electronic document:

Scanning Electronic Copy

NOTE:
If you need assistance- consult your administrator and contact Ebridge Support Team