

Upload Patient Photos to PowerChart

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Patient photos can be uploaded to PowerChart by using a variety of applications:

- Email
- TelmedIQ
- PowerChart Touch
- Camera Capture

Outlook Email

To upload patient photos using the Outlook email application:

- 1. Compose an email to <u>him@childrensmn.org</u>
- 2. Enter Photo Upload-HIM as the subject of the email.
- 3. Include the following information in the email:
 - Patient's full name
 - MRN
 - Date the photo(s) taken
 - Photo type selected from the table.

| Photo Types (photo types subject to change) | |
|---|------------------------------------|
| Abuse Photos | Bleeding Disorder Photos |
| Accident Photos | Laceration Photos |
| Confidential Photos | Neurocutaneous Photos |
| Diab/Endo Photos | Other Photos (include description) |
| ENT Facial Plastics Surgery Photos | Rash Photos |
| External Photos | Respiratory Therapy Photos |
| Genetics Photos | Surgery Photos |
| Gynecology Photos | Trauma Photos |
| Hematology/Oncology Photos | Wound Ostomy Care Photos |

4. Send the email when all the information has been entered.

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TelmedIQ

To upload patient photos using the TelmedIQ application:

- 1. Open the TelmedIQ app.
- 2. Select the Compose Message button in the upper-right corner.
- 3. In the Send to: field, enter Photo Upload HIM and select the group.
- 4. Select Message Type and change to HIM Photos.
- 5. Select the **Attach** button and select **Camera** to take a photo.

Note: To prevent PHI being saved to your phone, photos should be taken within the TelmedIQ app rather than storing and selecting photos from the Photo Gallery.

- 6. Include the following information in the message:
 - Patient's full name
 - MRN
 - Date the photo(s) taken
 - Photo type selected from the list in the table below.

| Photo Types (photo types subject to change) | |
|---|------------------------------------|
| Abuse Photos | Bleeding Disorder Photos |
| Accident Photos | Laceration Photos |
| Confidential Photos | Neurocutaneous Photos |
| Diab/Endo Photos | Other Photos (include description) |
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| External Photos | Respiratory Therapy Photos |
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7. Send message when all the information has been entered.



Upload Patient Photos to PowerChart

PowerChart Touch

To upload patient photos using the PowerChart Touch application:

Note: PowerChart Touch is only available to professional staff providers.

- 1. Open the PowerChart Touch app.
- 2. Select the patient's chart.
- 3. Scroll to the Media Gallery component.
- 4. Tap the + button.
- 5. The camera opens. Take photo with the Shutter button (white circle).
- 6. To save the photo, tap the green check mark. To reject the photo, tap the red X.
- Designate a descriptive title for the image under the Name tab.
 Note: The name should be general for a wide audience i.e., rash, laceration, etc.
- 8. Select the appropriate **Content Type** folder to store the photo.
- 9. Tap **Save**.
- 10. The photo will now be saved to the patient's chart and will be stored in the Media Gallery component. **Note:** The photo will not be saved to your personal photos on your device.

Camera Capture

To upload patient photos using the Camera Capture application:

Note: Camera Capture is only available to professional staff providers.

- 1. Open the Camera Capture app.
- 2. Select the patient's chart.
- 3. The camera opens. Take photo with the Shutter button (white circle).
- 4. To save the photo, tap the green check mark. To reject the photo, tap the red X.
- 5. Designate a descriptive title for the image under the **Name** tab. **Note:** The name should be general for a wide audience i.e., rash, laceration, etc.
- 6. Select the appropriate **Content Type** folder to store the photo.
- 7. Tap **Save**.
- 8. The photo will now be saved to the patient's chart and will be stored in the Media Gallery component. **Note:** The photo will not be saved to your personal photos on your device.