

# Scan results & documents

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Scan radiology and pathology results and clinical letters into Zedmed and link them to their respective patients. Results are saved to the Results Inbox and will appear in the Summary Views Results Inbox. Clinical letters are saved to Summary Views Incoming Documents.

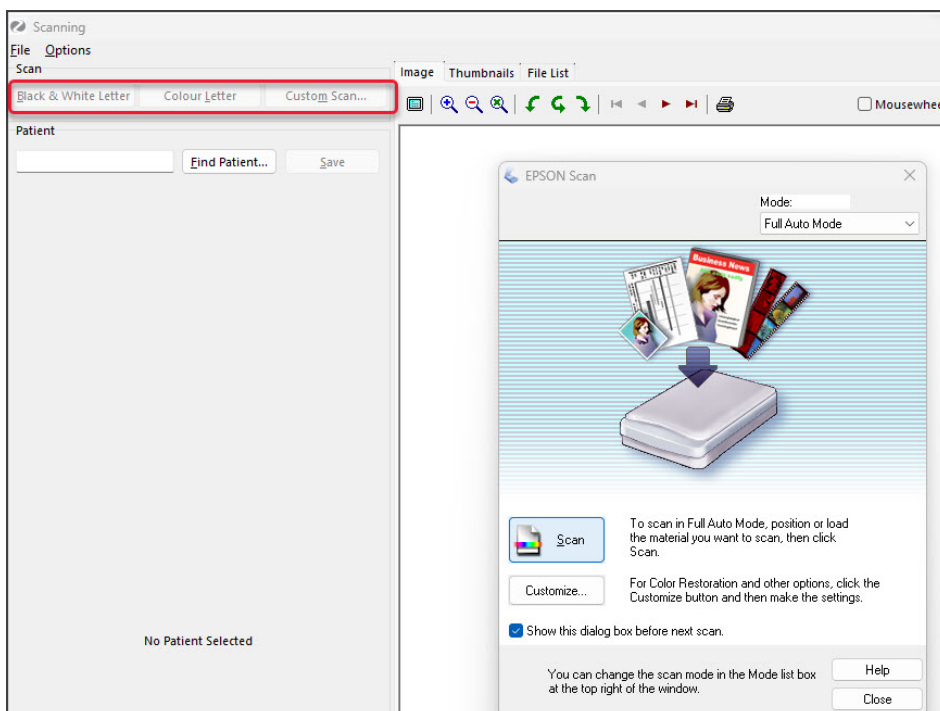
Saved files can also be attached in Summary Views using the **Attach Document** icon.

To scan a document in Zedmed:

1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.  
The **Zedmed Clinical** console will open.
3. Select **Scan** from the clinical menu.  
The **Scanning** interface will open.
4. Scan the document by selecting the scan type.

**Black & White Letter** or **Colour Letter** will start the scanner and the image will appear in the File List.

**Custom Scan** will open the scanner's options and the Scan button will start the scanner (screenshot below).



5. Link the document to the patient it is for.  
Type their name into the **Patient** field, select **Find** then select their name.
6. Select the type of document it is.
  - **Results / Reports** - for lab results and clinical letters that go to the Results Inbox.
  - **General Images** - for other documents.

7. Fill in the **Image** screen's fields.

For **General Images**, enter a description, date and time and select **OK**.

For **Results and reports**:

- a. Enter a description into the field provided.
- b. Enter a date and time. Your practice's workflow will determine what should be entered.
- c. Select the doctor whose Result Inbox the document should go to.
- d. Select the **Save as** option:
  - **Result** means it will be saved to the **Summary Views > Result** tab.
  - **Incoming Document** means it will be saved to the **Summary Views > Documents** tab.

8. Only select **Doctor has already seen this** if that is correct. The document will not appear as active in the Results Inbox.

9. Select **OK**.

The document will be saved and forwarded based on the selections made.

