

# What processes will change?

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This guide details all the processes and tasks that change for customers who move to Zedmed Cloud. New cloud users are provided with this guide to help become familiar with the changes.

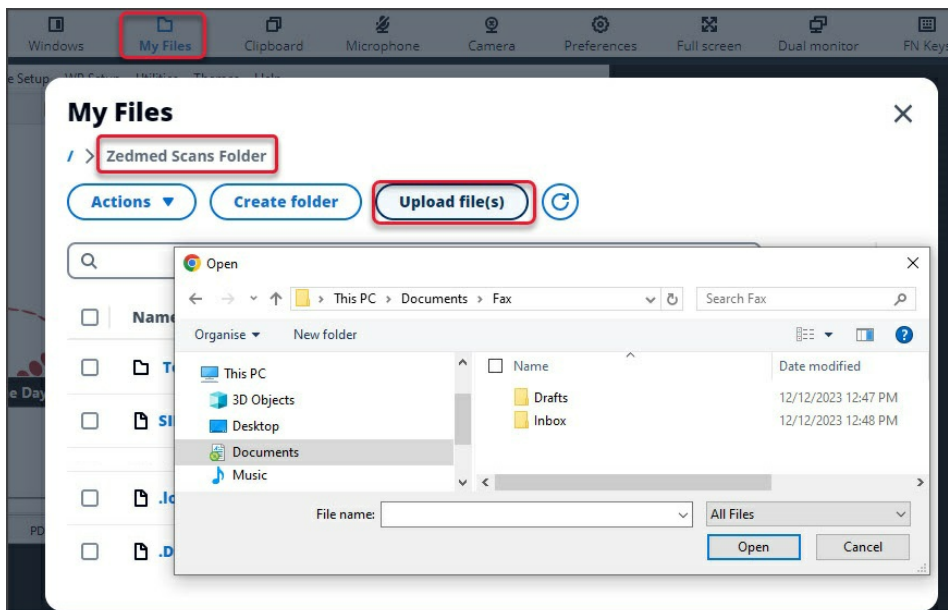
## Add local scan to a patient record

### Zedmed on-premise

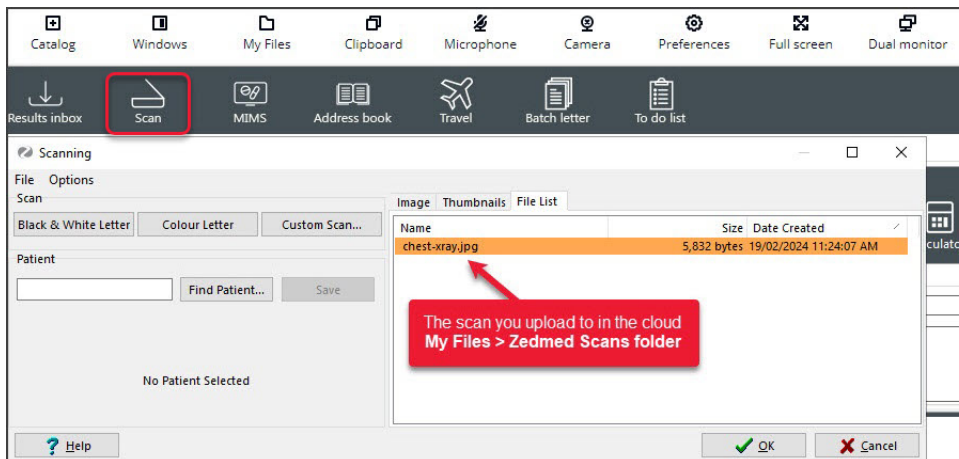
1. Scan the document using a local desktop scanner and save it to a local folder.
2. Use the Clinical **Scan** menu to upload the scan to Zedmed and assign a patient and category.

### Zedmed Cloud

1. Scan the document using a local desktop scanner and save it to a local folder.
2. **New step:** From the cloud menu, select **My Files > Zedmed Scans**.
3. **New step:** Select **Upload file/s** then locate and select the scan.



4. Select the **Clinical Scan** menu.
5. Select the **File List** tab. Any scans uploaded will appear here.
6. Select the scan and follow the **standard process** to assign a patient and category.



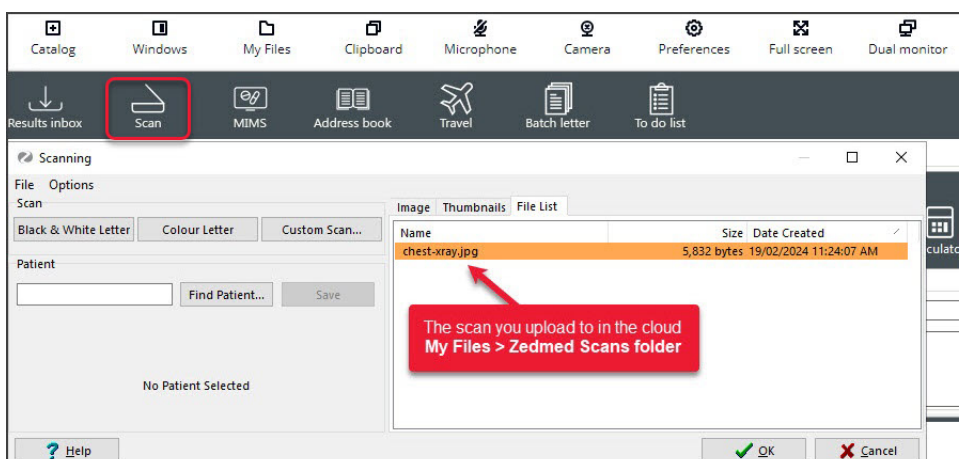
## Add network scan to a patient record

### Zedmed on-premise

1. Scan the document using a network scanner and it will be saved to a folder on your Zedmed server.  
Depending on your setup, the scan will appear in Clinial's **Scan** menu, or, the **Scan** menu is used to upload a scan.
2. Use the Clinical **Scan** menu to assign a patient and category.

### Zedmed Cloud

1. Scan the document using a network scanner and it will be saved to a designated practice computer.  
Every 3 minutes, Cloud Middleware will copy the scan to Zedmed Cloud's scans folder (can take 6 minutes).
2. Select the **Clinical Scan** menu.
3. Select the **File List** tab. Any scans uploaded will appear here.
4. Select the scan and follow the **standard process** to assign a patient and category



## Add a file to a patient record

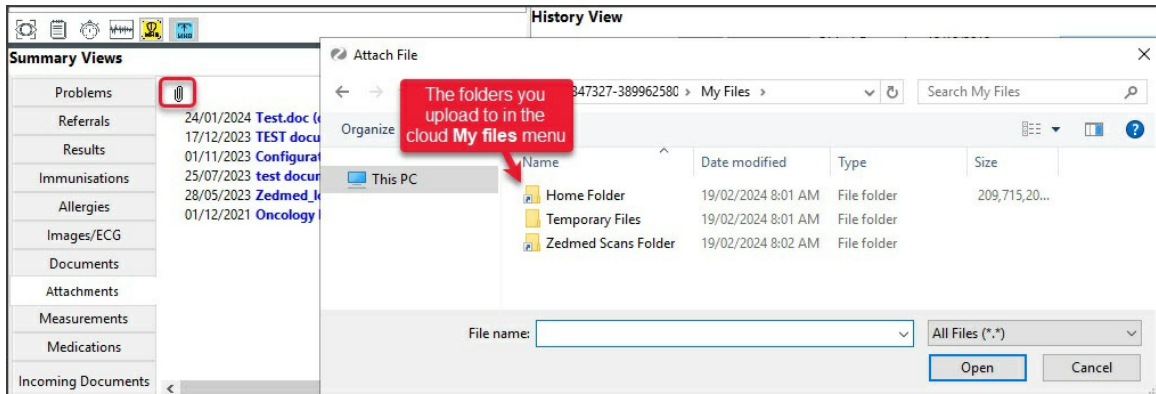
### Zedmed on-premise

1. Go to **Summary Views** in the patient's record and select the applicable tab: **Images**, **Attachments** or **Documents**.
2. Use the paper clip icon to browse to and attach the file.

## Zedmed Cloud

1. **New step** From the cloud menu, select **My Files > Temporary Files**.
2. **New step** Select **Upload file/s** then locate and select the file.
3. Go to **Summary Views** in the patient's record and select the applicable tab: **Images, Attachments or Documents**.
4. Use the paper clip icon to browse and attach the file.

[Learn more](#)



## Print a letter or document

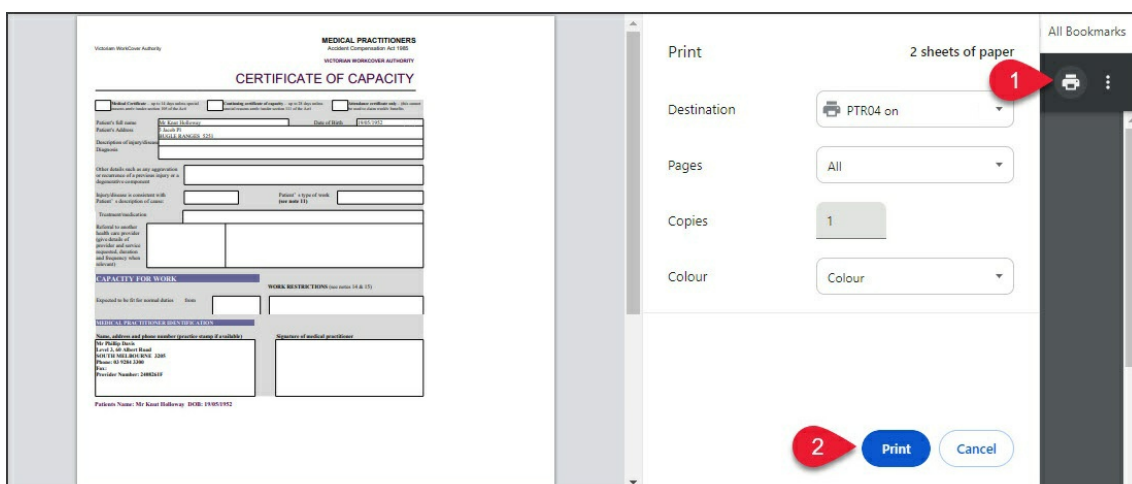
### Zedmed on-premise

1. Select print and the document will print out on the default printer.

### Zedmed Cloud

1. Select print and the document will open as a PDF in a new Browser tab.
2. **New step:** Select the tab with the PDF.
3. **New step:** Select the PDF's print icon and select **Print**.

[Learn more](#)



## Write a letter to a patient or practitioner

Office staff are required to use the Clinical letter writer in Zedmed Cloud. The Office **Letter** menu in the patient's

profile is not present as it requires Microsoft Word. Clinical letters use RTF format templates and any custom templates are migrated to RTF when a practice adopts Zedmed cloud.

## Zedmed on-premise

1. Select the **Letter** menu in the Patient's record, select **New**, choose the template and write the letter.

## Zedmed Cloud - letter to a patient

1. Open the patient in Clinical.
2. Select **Quick Documents** and choose the template.
3. Write the letter.
4. **Print** or **Distribute** when completed.

[Learn more.](#)

The screenshot displays the Zedmed Cloud interface for a patient named Holloway, Mr Knut. The patient's details, including address, DOB, age, Medicare No, and occupation, are visible. A toolbar at the top right contains various medical icons, and a 'Quick Documents' button is highlighted with a red box. A red callout box points to this button with the text: "Quick documents: select the required template from the list and the Letter will open". Below the toolbar, a 'CERTIFICATE OF CAPACITY' form is displayed, featuring a header for 'MEDICAL PRACTITIONERS' and 'VICTORIAN WORKCOVER AUTHORITY'. The form includes fields for patient name, address, date of birth, and a description of injury/disease.

## Zedmed Cloud - letter to a practitioner

1. Open Zedmed Clinical.
2. Select **Batch Letter** from the main menu.
3. Select **New Batch**.
4. Select the patient, recipient and template.
5. Select **Write letter**.
6. Write the letter and **Print** or **Distribute** when completed.

[Learn more.](#)

