



GE Healthcare Systems
“How To...”

Reference #	TITLE	ISSUE DATE
HT_14	Photo Capturing of Patients for EMR CPS 9.5	4/4/12

Program(s)/Staff:	Clinical Staff who will be taking photos of patients.
Description:	Photo Capturing of Patients in CPS 9.5
Which application(s)?	PM: <input type="checkbox"/> EMR: <input checked="" type="checkbox"/> VisDoc: <input type="checkbox"/> ScandAll: <input type="checkbox"/> Other: <input type="checkbox"/> _____
Background Information:	In order to easily identify the patient in the clinics as the correct patient. Standard operating procedure will now require photo capturing of patients into EMR CPS 9.5.
Contacts:	Questions regarding this How To should be directed to the “AskGE, AskGE” email address in GroupWise.
Author:	Robert Hurtado Staff Services Analyst II AskGE Team

INSTRUCTIONS:


A 1.3 Gigaware Webcam will be used to photo capture patients at the clinics for importing into the EMR Patients Chart. Staff will be responsible for processing patients thru the photo capture process. Multiple cameras will be located at each clinical site for this purpose. A Clinic process will be put in place so clinic staff are aware of the proper office procedures.

Steps for photo capturing and importing into the EMR chart are diagramed below. The steps outlined are from the point of photo capturing to the importing into the EMR Chart. Installation of software and the camera will be handled by the GE Team therefore it is not covered in this How To.



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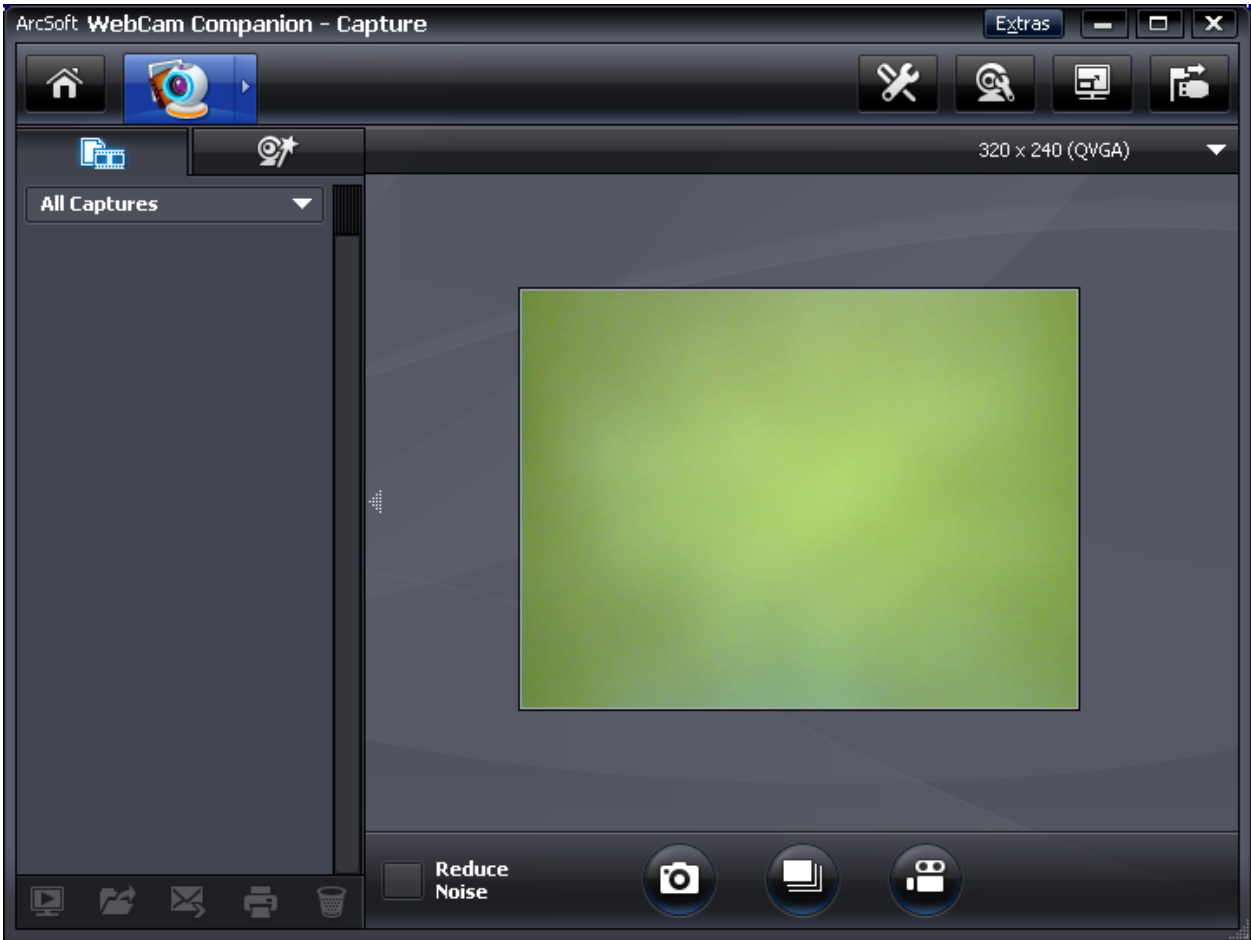
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STEP	ACTION
1	 <p>Click on the WebCam Companion3 Icon on your desktop to open the software you will use to take the patients photo. The screen above will appear once the Webcam Icon is double clicked. Next click on the Capture Icon to open up the Camera Feature.</p>



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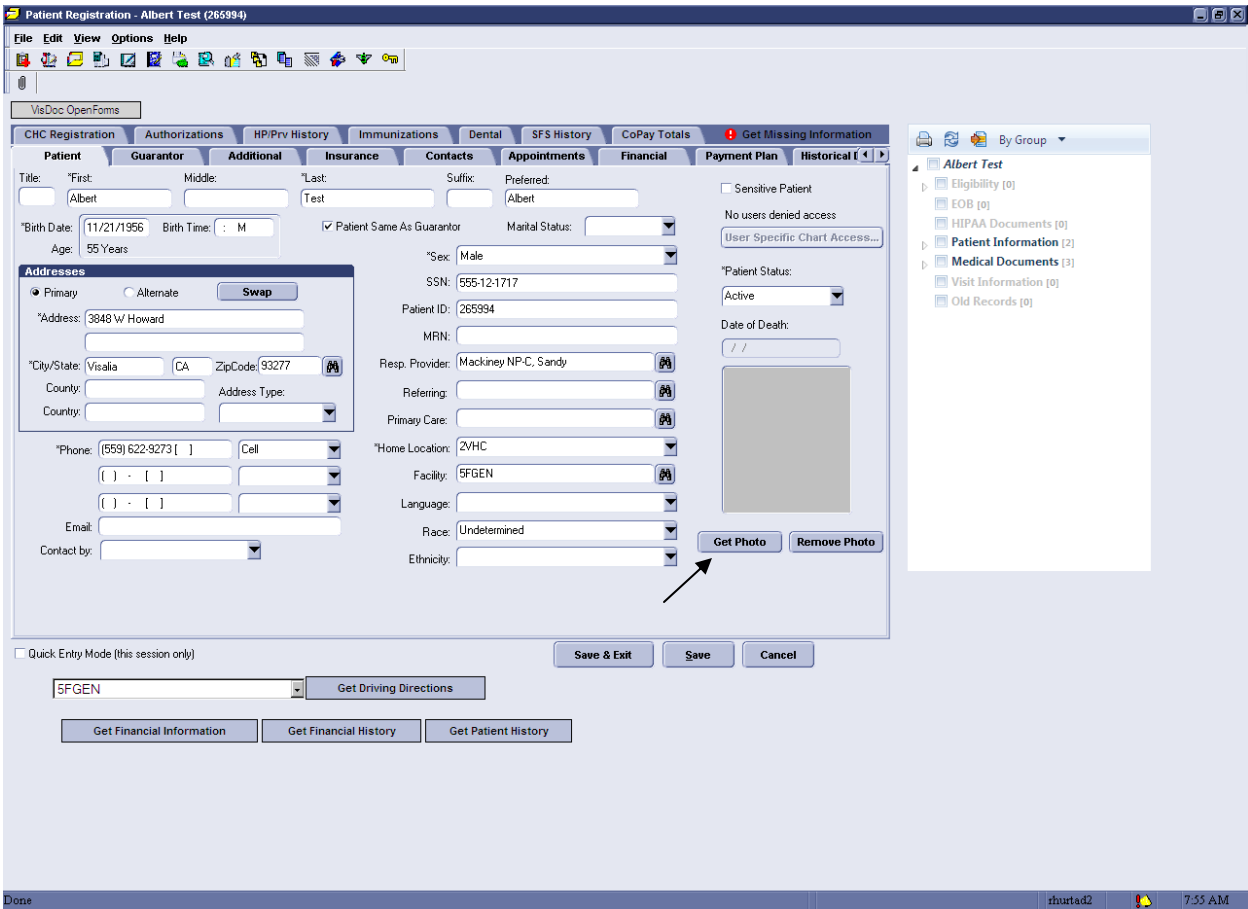
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STEP	ACTION
2	 <p>This is the screen you will see, and this is the screen you will be using to take the patients photo. You can minimize this screen until needed or you can activate it each time by following the Steps 1 and 2. If you choose to minimize until needed you can minimize it at this point.</p>



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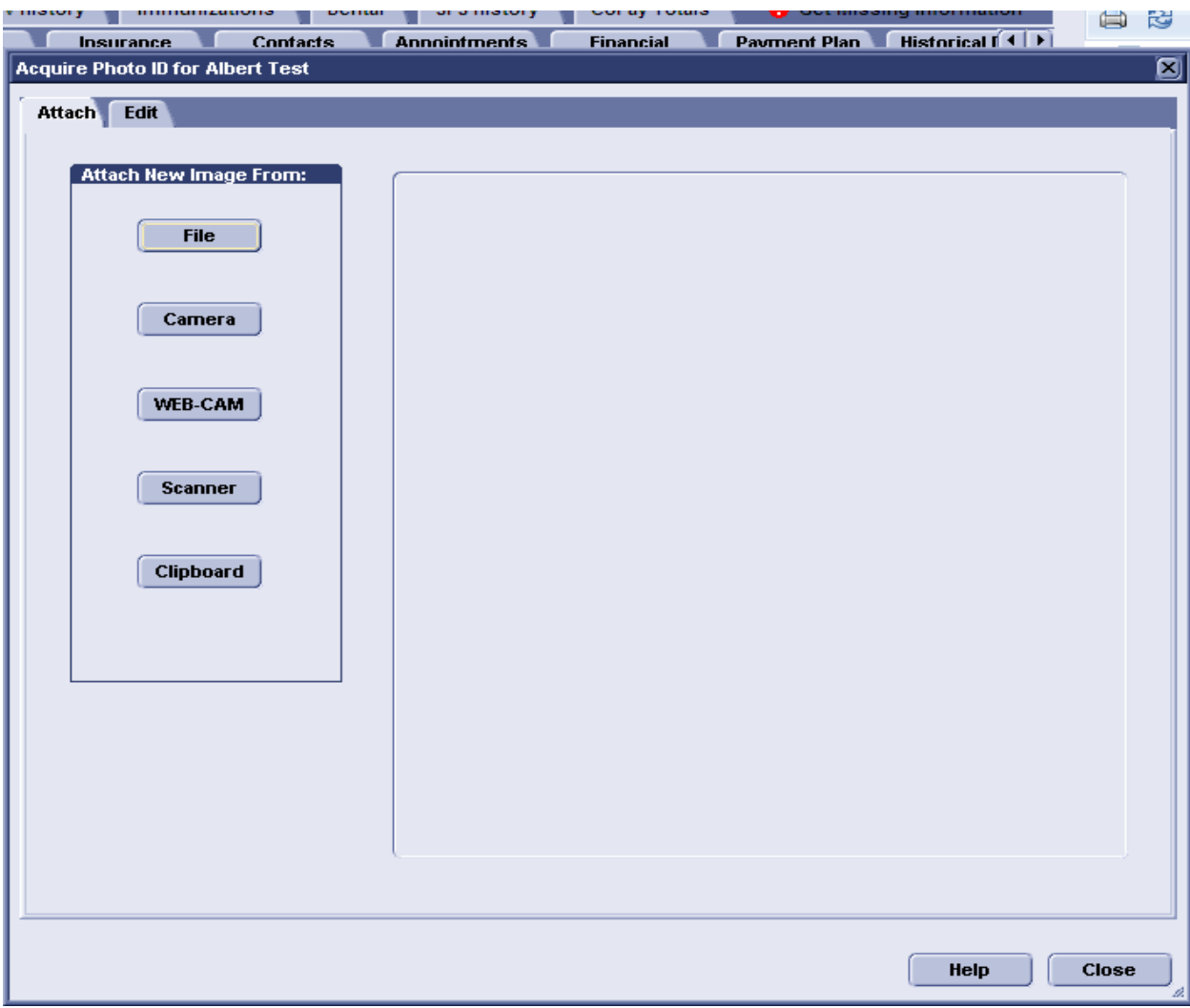
STEP	ACTION
3	 <p>The screenshot shows the 'Patient Registration - Albert Test (265994)' window. The 'Get Photo' button is highlighted with an arrow. Other visible buttons include 'Remove Photo', 'Save & Exit', 'Save', 'Cancel', 'Get Driving Directions', 'Get Financial Information', 'Get Financial History', and 'Get Patient History'. The patient information fields include Title, Birth Date, Age, Address, Phone, SSN, Patient ID, MRN, Home Location, Facility, Language, Race, and Ethnicity.</p>

From the Patient Registration window, click on the Get Photo button.



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STEP	ACTION
4	 <p>This window will open up once you have clicked on the get photo button. Next maximize the ArcSoft Companion which you had minimized earlier.</p>



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STEP	ACTION
5	 <p>Position the patient in front of the webcam so they appear in the picture view. When you are ready to take the photo click on the Camera icon to take the picture.</p>



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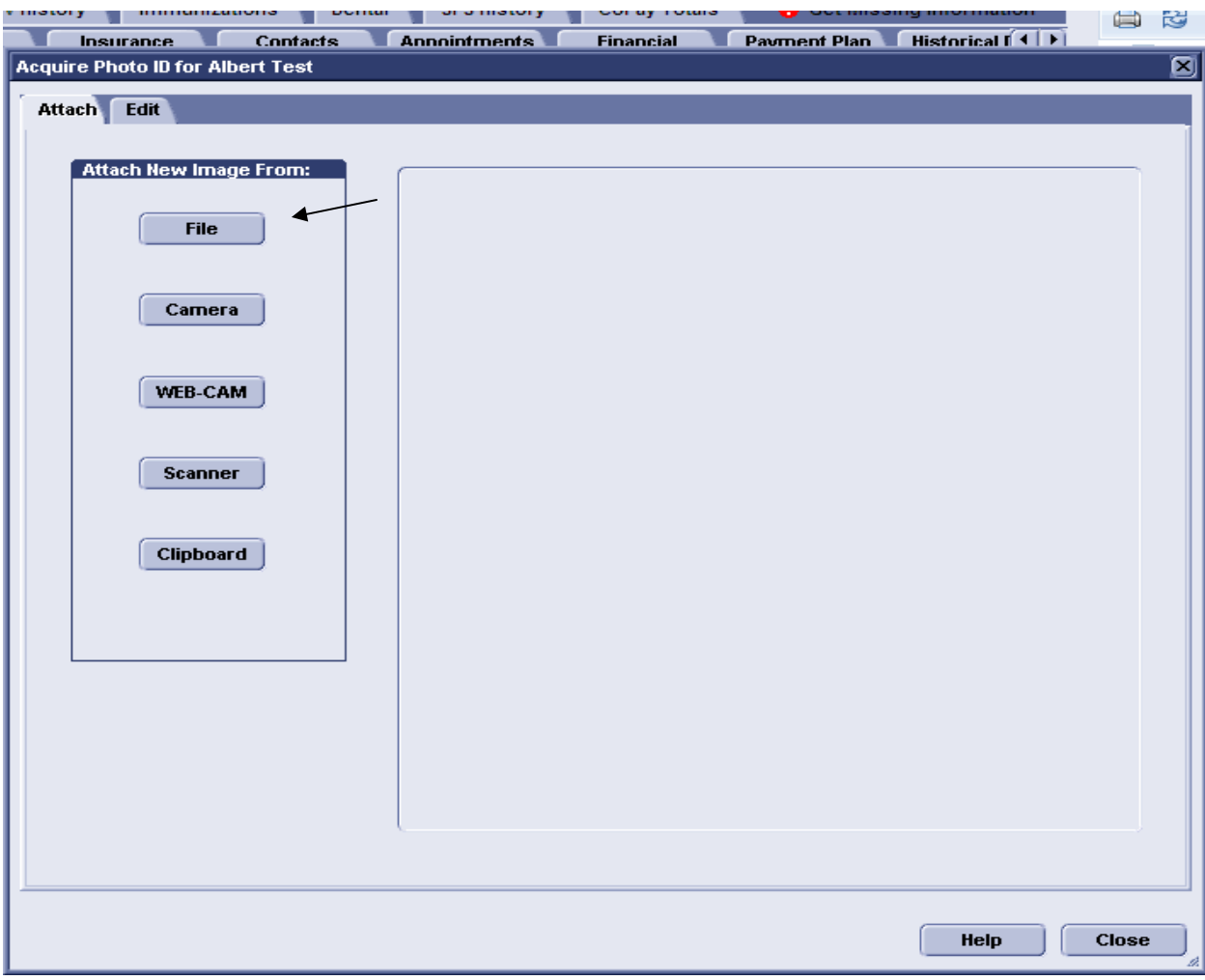
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STEP	ACTION
6	 <p>Once the picture is taken it will appear on the left side of the screen with a blue boarder around the Picture. You can now minimize the WebCam Companion – Capture window and return back to the patients chart.</p>



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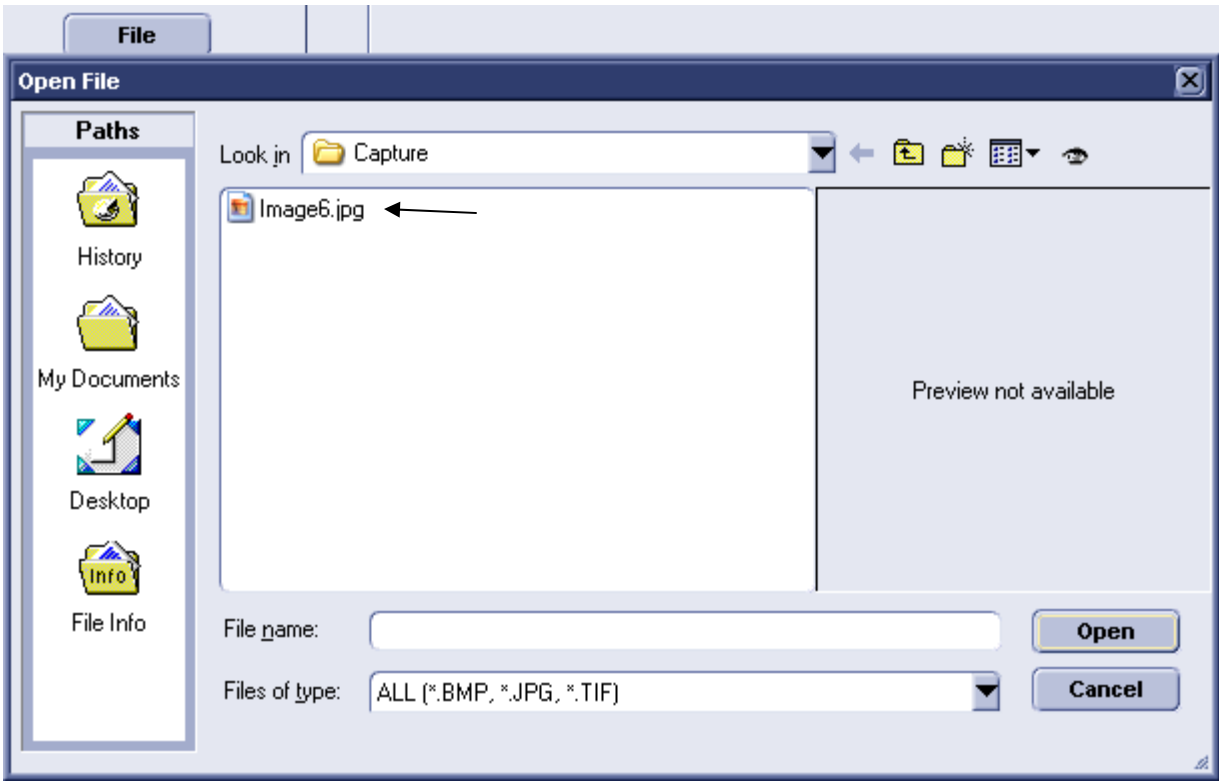
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STEP	ACTION
7	 <p>Click on the File Button.</p>



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STEP	ACTION
8	 <p>This window will appear after you have clicked on the file button. The photo you just took will appear with the word Image followed by a number and .jpg. If there is more than one double click on the one with the highest number. The one with the highest number will be the most recent photo taken.</p>



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STEP	ACTION
9	 <p>The photo you just took will appear in the window. Double click on the photo.</p>



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STEP	ACTION
10	 <p>Once you have double clicked the photo will appear in the large window. From here you are ready to crop the photo.</p>



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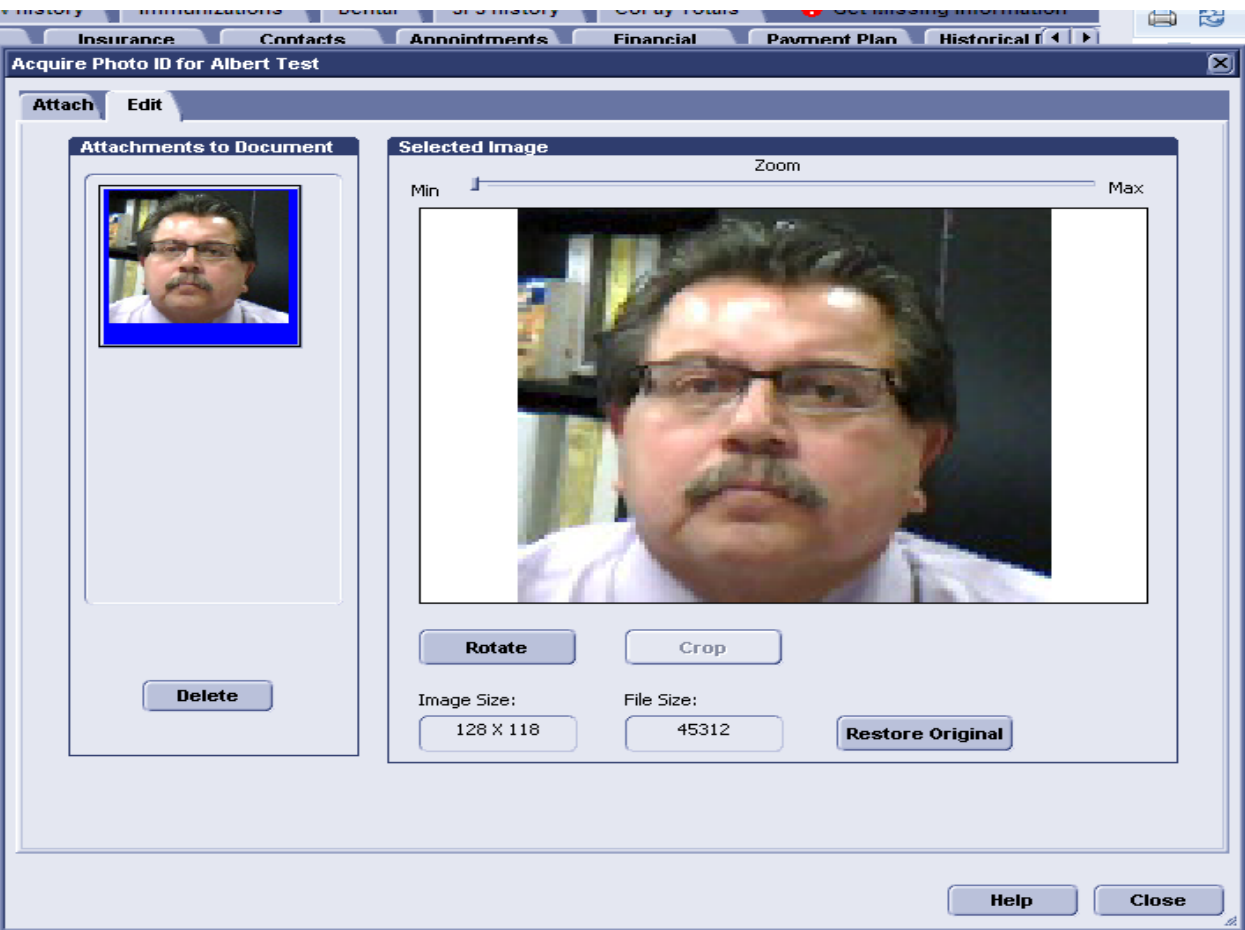
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STEP	ACTION
11	 <p>Place your cursor over the left part of the patients photo, left click on your mouse and hold it down. Next drag a box over the face of the patients photo and release the mouse button. A dotted line will appear around the patients face. Next click on the Crop Button.</p>



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STEP	ACTION
12	 <p>Once you click on the crop button, only the portion of the photo which had the green box around it will appear in the window. Next click on the Close button and the photo will appear in the patients chart.</p>



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STEP	ACTION
13	<p>The screenshot shows the 'Patient Registration - Albert Test (265994)' window. The form is divided into several tabs: CHC Registration, Authorizations, HP/Prv History, Immunizations, Dental, SFS History, CoPay Totals, and Get Missing Information. The Patient tab is active, showing fields for Title, First, Middle, Last, Suffix, Preferred, Birth Date, Birth Time, Sex, SSN, Patient ID, MRN, Resp. Provider, Referring, Primary Care, Home Location, Facility, Language, Race, and Ethnicity. There are also fields for Address, City/State, ZipCode, County, Address Type, Phone, and Email. A photo of the patient is displayed on the right side of the form. At the bottom of the form, there are buttons for 'Save & Exit', 'Save', and 'Cancel'. Arrows point to the 'Save' and 'Save & Exit' buttons.</p>

Click on the Save button or Save & Exit, the process is now complete.



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STEP	ACTION
14	 <p>As you take additional photos you will see multiple photos on the left side of the screen. You can delete the unwanted photos without affecting the save images to the patients charts. Click once on the picture you want to delete, click on the trash can icon at the bottom, a message will appear asking if you want to delete the picture, click yes and the picture will be removed. Repeat the process as necessary to remove the unwanted pictures.</p>