

April 16, 2020

### COVID-19 Taking Pictures of Consent Forms/Patient Insurance Cards

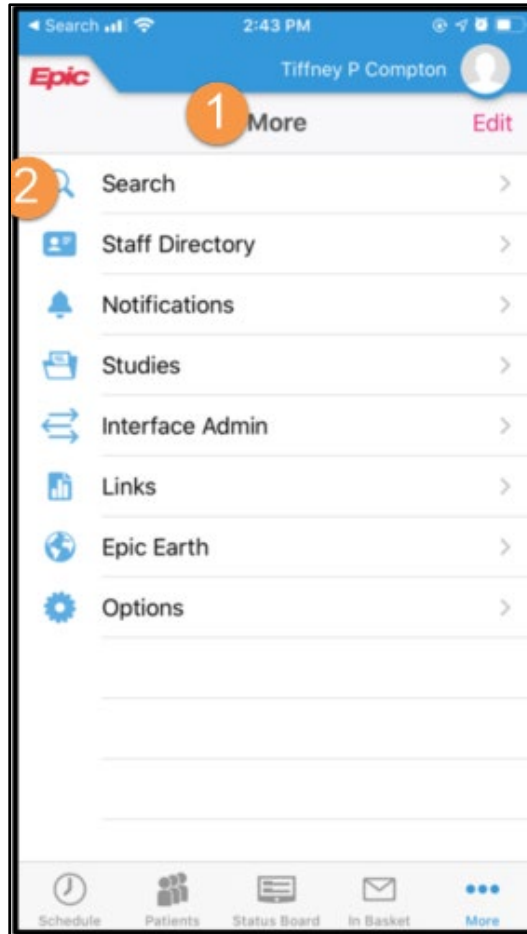
Audience: *Outpatient Haiku Users*

This handout provides instruction on how to take pictures and send them through Haiku.

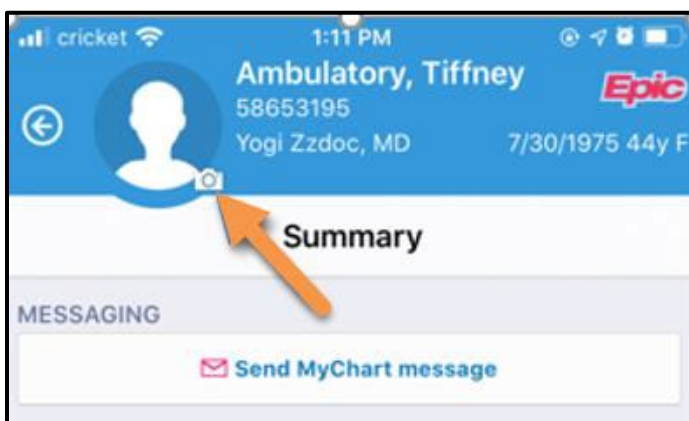
#### Let's Take a Look

From within Haiku, click **More**.

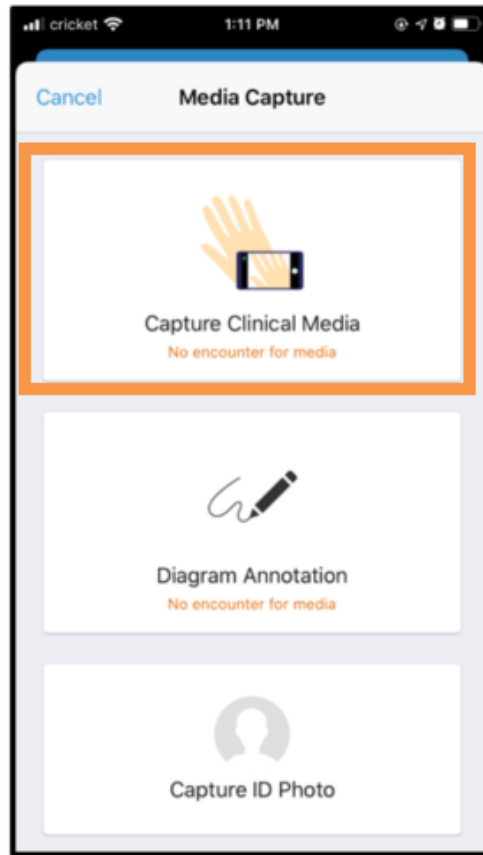
Click **Search** to locate your patient.



From the **Patient Summary** window, click the **Camera** icon to take the photo.



Click **Capture Clinical Media**.

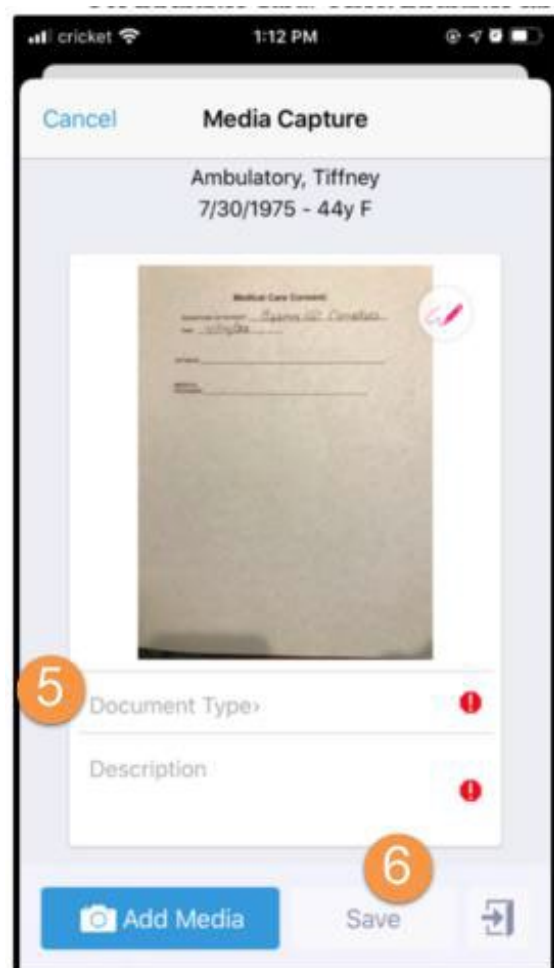


Next, select **Document Type** from the list and enter a **Document Name**.

For a **Consent Form**, Select: **Medical Care Consent**

For an **Insurance Card**: Select **Insurance Card**

Click **Save**.



**Result:** The images will appear on the **Media** tab within **Chart Review** for this patient.

The screenshot displays a medical software interface. At the top, there is a navigation bar with tabs for 'Snapshot', 'Chart Review', 'Review Flowsheets', 'Results', 'Allergies', 'History', 'Problems', 'Implants', 'Demographics', 'Letters', 'Manager', 'Communi...', 'Synopsis', and 'Letters'. Below this, a secondary navigation bar includes 'Encounters', 'Lab', 'Path', 'Imaging', 'Procedure', 'Pulmonary/Sleep', 'Cardiology', 'Other Orders', 'Meds', 'Media', 'Referral Orders', and 'Episodes'. The 'Media' tab is currently selected. A toolbar below the navigation bars contains options like 'Thumbnail View', 'Preview', 'Refresh (1:56 PM)', 'Select All', 'Deselect All', 'Review Selected', 'Side-by-Side', 'Route', 'View/Play', and 'Load Remaining'. A filter section shows 'Filters' with checkboxes for 'HIPAA Authorization ...', 'POLST', and 'Advance Directives'. The main area features a table with columns for 'Date/Time', 'Document Type', 'Description', 'Enc Date', and 'Enc'. The table is divided into 'Today' and 'Recent' sections. The 'Today' section has two entries: 'Today at 13:19' with 'INSURANCE CARD' and 'Sample insurance card', and 'Today at 13:13' with 'Medical Care Con...' and 'Consent'. The 'Recent' section has one entry: '04/08/2020' with 'Encounter Dictation'. On the right side, a 'Media Information' panel is open, showing a 'File Link' for 'Medical Care Consent - Scan on 4/14/2020 1:13 PM by Tiffney P Compton: Consent'.

Date/Time	Document Type	Description	Enc Date	Enc
Today				
Today at 13:19	INSURANCE CARD	Sample insurance card		Non
Today at 13:13	Medical Care Con...	Consent		Non
Recent				
04/08/2020	Encounter Dictation		04/08/2020	MG

**Media Information**

File Link  
Medical Care Consent - Scan on 4/14/2020 1:13 PM by Tiffney P Compton: Consent