Guide to scanning in eClinical Works

To scan a new patient into eCW, select “New…” under the Patient menu, then proceed to page 3 (Driver’s License scan).

To scan and update information for a patient that already exists in eCW, select “Lookup” under the Patient menu.

Select "New..." under the Patient menu to scan a new patient into eCW

Select "Lookup" under the Patient menu to find an existing patient
Search for the patient you would like to scan to. (Lookup only)

Click the “Info” button to open the Patient Information. (Lookup only)
Driver’s license scan

Click the “Option” button.

Insert the license or ID and click MedicScan (with Photo). Make sure to place the card face down to the right and in landscape orientation.
When you see this message the green light on your SnapShell will be lit up. Press the purple button on the SnapShell and the green light will turn blue, then back to green. Once the light on the scanner turns green again you can click “Ok” to the message to complete the scan cycle.

Confirm all the information you would like to update by clicking yes.
Medical card scan

To scan an insurance card click the down arrow next to the “Add” button and select “Insurance Scan”. For additional medical cards that need to be added repeat the below steps.

Select your Insurance provider from the list.
Confirm the information is correct and click ok.

**Additional scans**

Click “Additional Info”.
Click “Patient Docs”.

Insert the item to be scanned and click “Medic Scan”.
Patient scans

Click “Patient Docs”.

Click the dropdown arrow next to “Scan” and select “Mediscan Scan”. Make sure to select the “Scan to Color Doc” checkbox and the resolution is set to 200DPI for a clear image.