AthenaCapture app – How to securely upload images

Goal – Use your smartphone/tablet to upload a photo to an encounter or a document image to Pt's chart
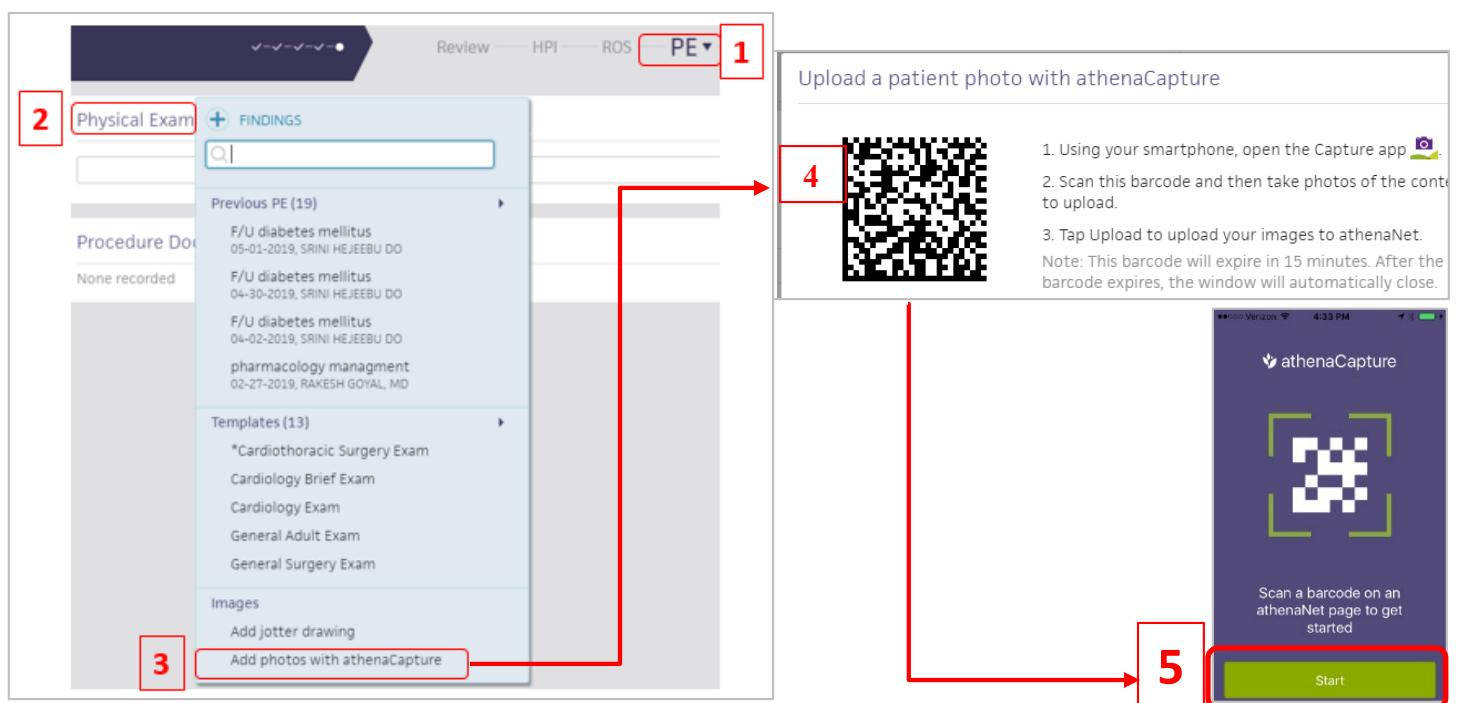
Download free App

- o   Install the *athenaCapture* app from your AppStore

- o   Compatible with iPhone, iPad, Android, etc

- o   Secure - images do not save to your smartphone or tablet

Upload an image during the encounter (Providers)

1.   In the **PE** section of the encounter, click the **+** on "Physical Exam" (preferred) or "Procedure Documentation"

2.   At the bottom of the dropdown menu, click "add photos with athenaCapture"

3.   A box with the heading "Upload a photo with athenaCapture" displays

4.   On your smartphone/tablet, launch the athenaCapture app (if prompted, allow the app to use your camera)

5.   Follow the instructions in your phone to scan the barcode on your computer screen, take & upload photo
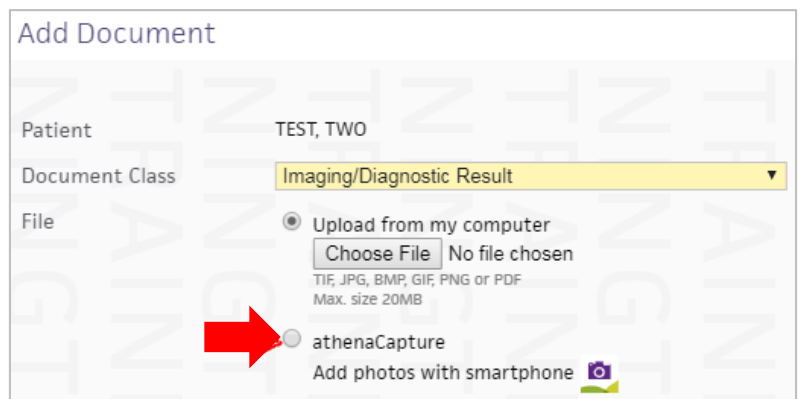
6. Click on the image to view "Internal Note". Type a description, label or comment to enable you to easily locate this photo in the future. You'll search for these words under the "Find" button on the chart to see it.

Note – the image is tied to the current encounter and can be viewed in the Full Encounter Summary as well
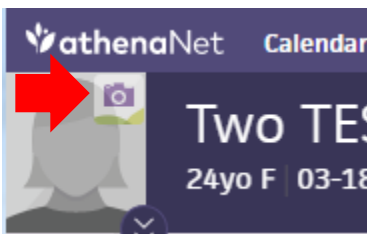
For Clinic Staff – additional options

A. Upload a Document Image

1. When a patient drops off a paper document, upload with AthenaCapture (faster than with athenafax)

2. Open the patient's chart in Athena

3. Click the hamburger menu on the upper right and select "add document"

4. Choose a document class then click "athenaCapture"

5. Launch the app on your phone/tablet and tap **start**

6. Scan the barcode. Take the photo. Upload the image

Add Document

Patient	TEST, TWO
Document Class	Imaging/Diagnostic Result
File	● Upload from my computer
	Choose File No file chosen
	TIF, JPG, BMP, GIF, PNG or PDF
	Max. size 20MB
	○ athenaCapture
	Add photos with smartphone 📷

B. Upload the Patient's Photo

1. In Athena, open the patient's chart

2. Click the camera icon on the patient's image

3. Follow the instructions in your phone. Scan the barcode, take & upload photo

C. Upload the Patient's insurance card image

1. Start in "Quickview" and scroll down to Driver's license in the "Contact" section. Click "Add card image"

2. Scan the barcode in Athena using your device. Take the patient's photo. Tap "upload" on the app