

Advanced Inmate Medical Management, LLC

Quick Reference

Scanning, Assigning, Printing, Faxing, Saving

A. SCANNING PROCEDURES

Paper records may be scanned and assigned to the detainee chart. Paper records may include lab results, discharge summaries, paper MARs, progress notes, protocols, booking screening questionnaires, sick call request forms, history documents, mental health records, and various other miscellaneous items.

1. EQUIPMENT

A scanner with the capability to scan high speed, double-sided, and pick up light markings is required to use with the DetainEMR website. The scanner is most generally connected to a stationary desktop computer. Scanner software will be installed and items will appear on the Nurses Task List or Scanning Tab.

2. SORT

Prior to scanning, the paper record must be prepared. If scanning historical documents from paper chart, begin by sorting the pages. Remove staples, tape, paper clips and post-it notes. Half-sized pages will be acceptable. As desired, group the paper documents into groups of similar type. The facility may choose to scan recent items individually.

3. SCAN

Place the selected documents onto the feeder of the scanner. Please note the placement of the text as instructed on the machine. Press the SCAN button. The items automatically scan into the "scans" folder on the desktop. As a task runs in the background, the document will display on the Nurses' Task List.

4. SAVE

From the Nurses' Task List, click "View Document."

ID	Title	Due Date	Document Link	Created	InmateID
11075	A new Progress Note for Template Inmate	4/20/2017	View Document	April 20	123456
11105	A new unclassified document for review	4/27/2017	View Document	April 27	
11108	A new Narrative Progress Note for Template Inmate	4/27/2017	View Document	April 27	123456
11109	A new Progress Note for Template Inmate	4/27/2017	View Document	April 27	123456
11110	A Chronic Clinic Document for Template Inmate	4/27/2017	View Document	April 27	123456
11112	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456
11115	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456
11118	A new Dental Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456

The following page will display:

TEST DOCUMENT LAB RESULTS

NAME OF PATIENT
DEMO DETAINEE
11/9/2016

1. Click the PDF icon to view the document in the PDF review screen on the left.

2. Click "Lookup" and search for the detainee. Click the ID number.

3. Choose the document type.

4. If applicable, you can send the PDF to the Practitioner's list to sign.

5. Enter a note of what the scan is, such as "Nurse Progress Note" or "ER Visit Summary."

6. Click Save.

DOCUMENT REVIEW

Inmate ID: 123456 **Lookup**

Recorded Date: 7/7/2017

Document Type: Progress Note

Send To: Inmate File Physician To See

Notes: Enter what the scanned document is

Save

You must choose the name of the detainee to which the document will be assigned. Click "look-up" to see a listing of all released and active detainees.

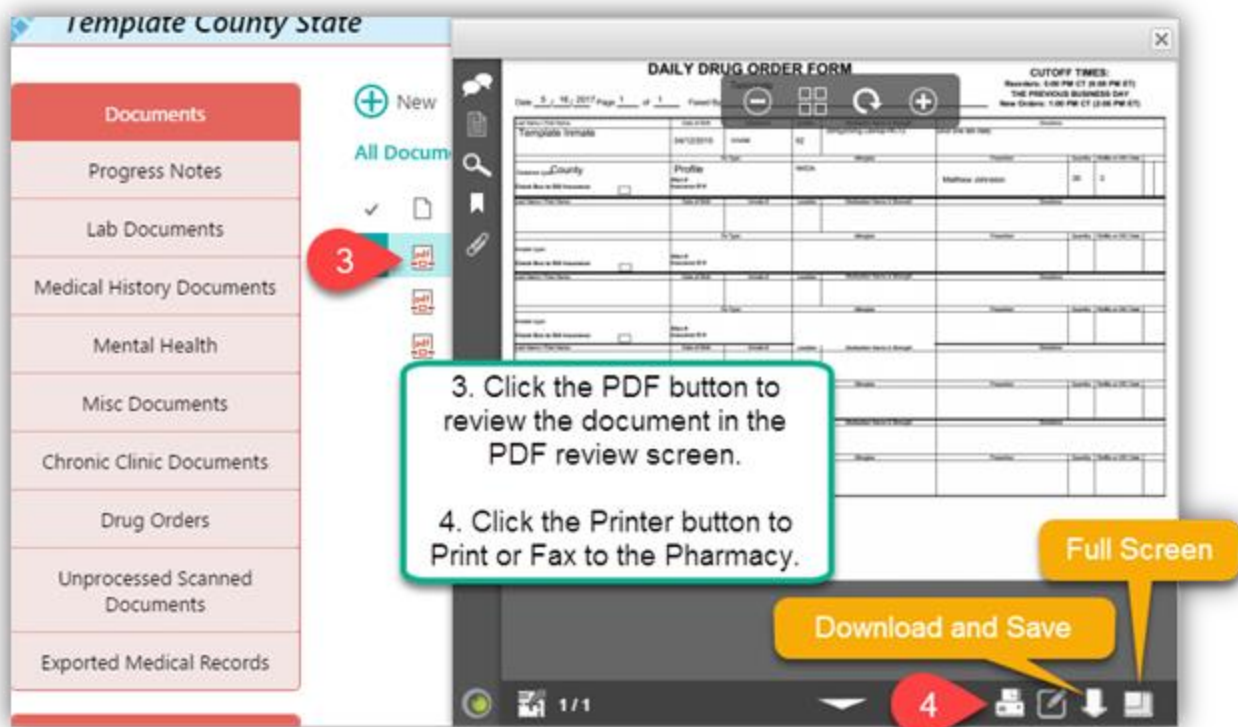
Searching for inmate types:
 Active Inactive Both

Show 10 entries

Search: []

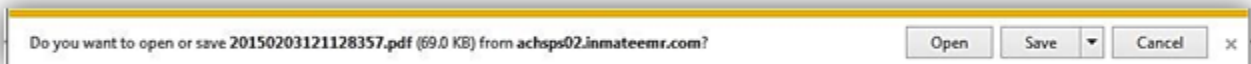
Inmate ID	First Name	Last Name	POD Location	Date of Birth	Gender	Status	Date of Confinement	Chronic Clinic Date	Medication Allergies
123456	Template	Inmate	Test-POD	4/12/2010	Male	Active	4/12/2017	6/29/2017	NKDA

B. PRINTING AND FAXING

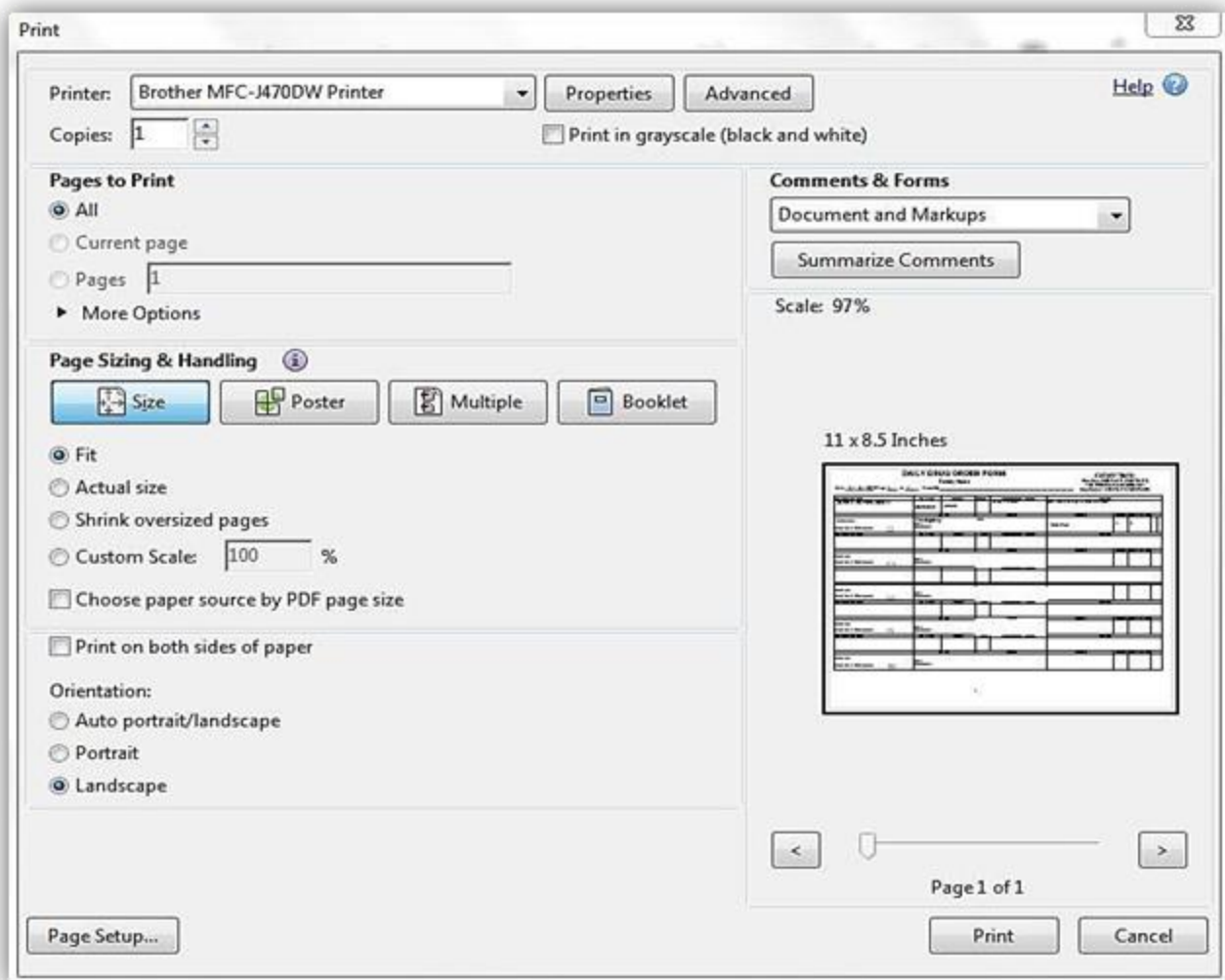


To Print or Fax the document, hover your mouse near the right lower corner of the screen to display the Printer icon.

Click the Printer Icon to display the Print/Fax Options.
 When prompted to "Open" or "Save" by Windows, select "Open."



The following screen (or similar) will display:



Choose "Landscape" if necessary to fit the print area. Each facility will differ in the type of printers and fax machines used. Online Fax capability is only available if the fax machine is on the network at the facility. If available, you may enter fax information from this screen and send directly to any fax number. Otherwise, the pages may be printed and faxed manually.

C. SAVING DOCUMENTS TO FILE (E-MAIL)

The screenshot displays an EMR interface. On the left is a sidebar with a 'New' button and an 'All Documents' list. The list contains document IDs 1540 through 1536, each with a PDF icon. ID 1539 is highlighted, and a red circle with the number '1' is placed over it. The main area shows a 'Medical Progress Note' for a patient named 'Template Inmate' with a DOB of 04/12/2010. The note includes vital signs, allergies, and a physical exam section. The physical exam section has a table with columns for 'Labs' and 'X-rays'. The 'Neuro' section is marked 'alert and oriented'. The 'Other' section is marked 'other other other'. The 'No other complaints by patient' section has an 'X' in the 'yes' column. The 'Patient education' section has the text 'don't stick stuff in your ears'. The note is signed by 'Carrie Reindollar - AIMM Operations Manager' on 8/1/2017 at 1:35:11 PM. At the bottom right of the document viewer, a red circle with the number '2' highlights the download icon.

Medical Progress Note

Date: 08/01/2017 Time: 13:31

Patient's Name: Template Inmate DOB: 04/12/2010

Allergies: NKDA Patients ID #: 123456

Vitals: BP 120/80 Pulse: 88 Resp: 20 Temp: 98 Wt: 150 Ht: Blood Sugar: Pre Peak Flow: Pre Peak Flow Time: Post Peak Flow: Post Peak Flow Time: Blood Sugar Comments: O2 Saturation %: 99

Nurse/Practitioner Signature: Carrie Reindollar - AIMM Operations Manager 8/1/2017 1:35:11 PM

Section 2

Subjective Complaint: what going on today? Duration: 9 years

OBJECTIVE:	Labs	X-rays
Eye		
Head, Ears, Nose, Throat		
Lungs/Chest		
Heart	ok	
Abdomen	ok	
Genito-Urinary	/ald/fajst/jaksd/f/	
Musculoskeletal		
Skin	p/w/d	
Neuro	alert and oriented	
Other	other other other	
No other complaints by patient	X	
Patient education:	don't stick stuff in your ears	

Carrie Reindollar - AIMM Operations Manager 8/1/2017 1:35:11 PM

Prepared By Signature

1/2 Psychiatrist Chronic Clinic X

Any document in the EMR, whether it is an electronically generated note, compiled record, or processed drug orders, may be downloaded and saved to the hard drive of a computer. These files may then be emailed or saved to a USB or other device. Click the PDF icon to preview the document in the PDF review. Hover the mouse over the lower right-hand corner to display the toolbar. Click the down arrow. The following will display:

