

FRONT DESK RECEPTIONISTS

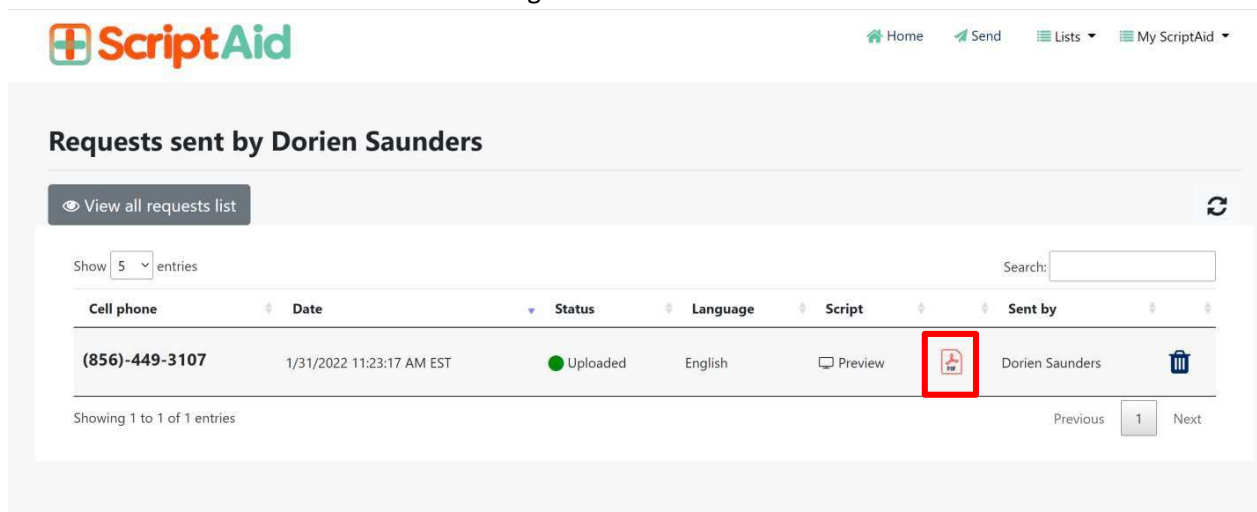
ScriptAid

Password: ScriptAidTutorial (Use for link below to view video tutorial)



<https://player.vimeo.com/video/700082481>

Uploading Photos from ScriptAid to EPIC

1. Click the “PDF button” to download the image.



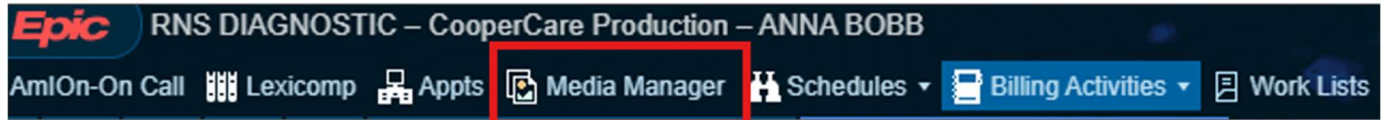
The screenshot shows the ScriptAid web interface. At the top, there is a navigation bar with links for Home, Send, Lists, and My ScriptAid. Below this, the main heading is "Requests sent by Dorien Saunders". There is a button to "View all requests list" and a search bar. A table displays the request details:

Cell phone	Date	Status	Language	Script	Sent by
(856)-449-3107	1/31/2022 11:23:17 AM EST	Uploaded	English	Preview 	Dorien Saunders 

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

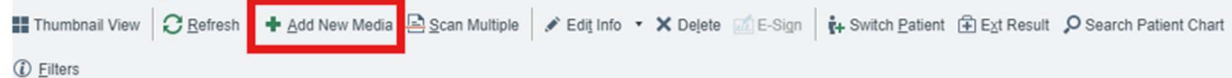
2. Clicking the PDF will automatically save it in your downloads folder with the cellphone number being the name of the file.

- Find your patient in EPIC and click Media Manager.

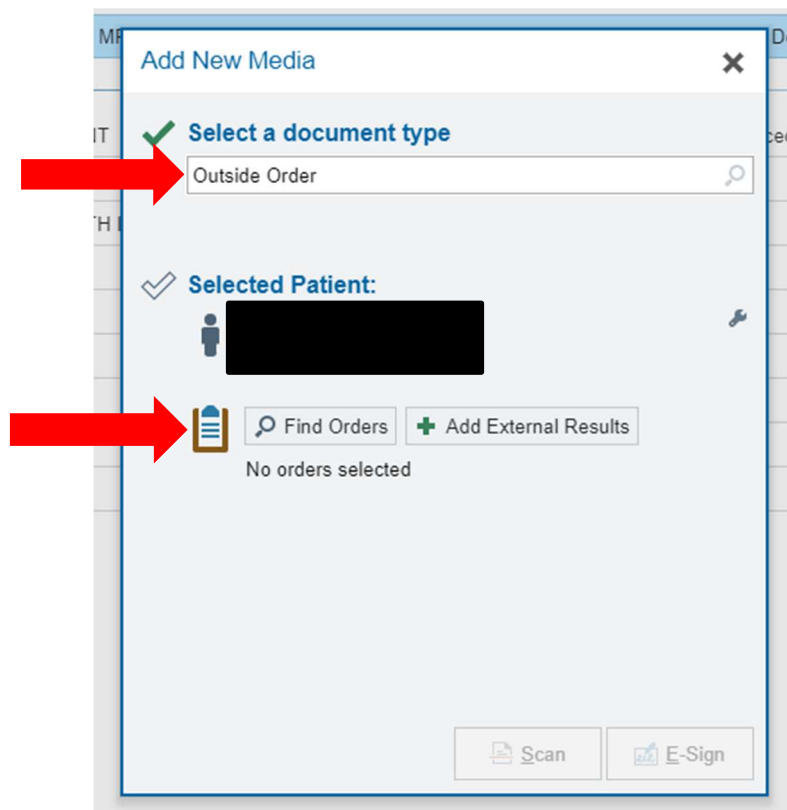


- From Media Manager, select Add New Media

Media Manager - Johnson, Anne [21841580] DOB: 7/17/1964



- Select Outside Order as the Document Type and click Find Orders to select the order to associate the script with, select the correct order, and click Accept.



Select Orders

Filters

Search Text

Date Range
 2/5/2025 To

Result Status
 <None>
 In process
 Preliminary result
 Final result
 Edited
 Edited Result - FINAL

Order Type
 Admission
 ADT Transfer
 Advance Prep Placeholder Medication
 Allergy/Immunology Services
 Anesthesia
 Art Therapy
 ASCO/CVM

Search

Encounter	CSN	Date/Time	Order ID	Description	Procedure Code	Order Status
<input type="checkbox"/>				MRI LUMBAR SPINE WO CO...	MR ORDERABLES	Active
<input type="checkbox"/>				XR LUMBOSACRAL AP OBLI...	DIAGNOSTIC IM...	Completed
<input type="checkbox"/>				US BREAST RIGHT LIMITED	US ORDERABLES	Completed
<input type="checkbox"/>				BI MAMMO DIAGNOSTIC W ...	MAMMO ORDER...	Completed
<input type="checkbox"/>				BI MAMMO SCREENING W T...	MAMMO ORDER...	Completed

All orders have been loaded. Sorting is enabled. Load All

Orders selected: 0 Accept Cancel

6. Click Scan.

Add New Media

✓ Select a document type

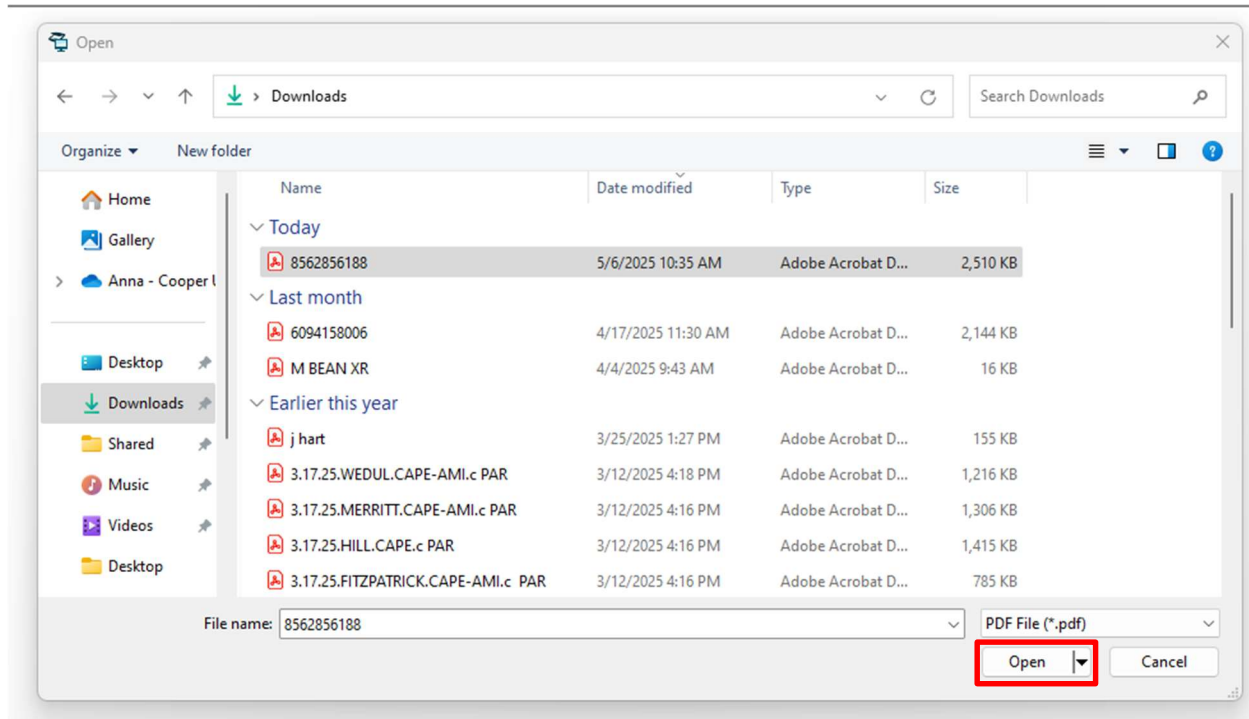
✓ Selected Patient:

Find Orders + Add External Results

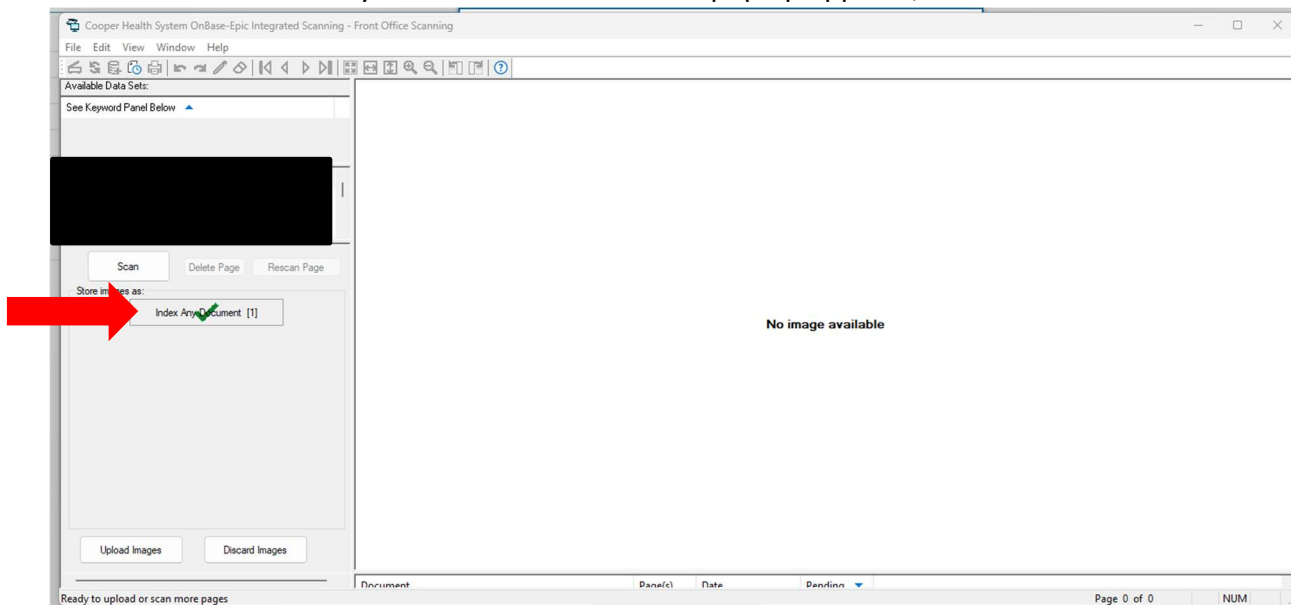
Ancillary Procedure on 5/6/2025 [1078912339]
 × MRI LUMBAR SPINE WO CONTRAST on 5/6/2025

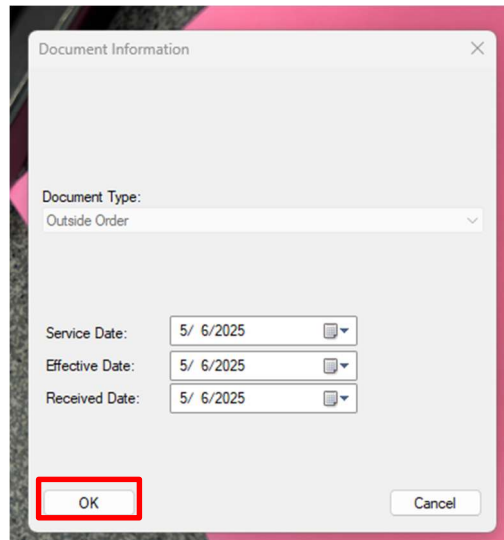
Scan E-Sign

9. Select the document and click Open.



10. Select Index Any Document and when the pop up appears, click OK.





Document Information

Document Type:
Outside Order

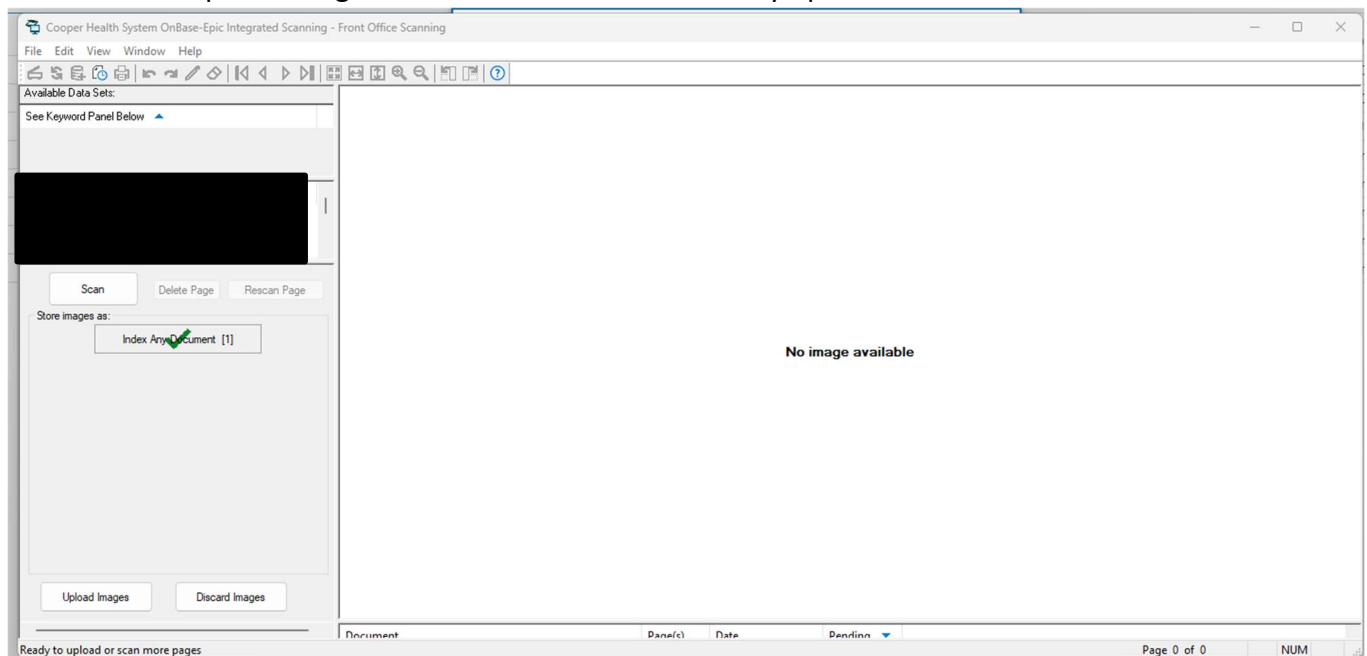
Service Date: 5/ 6/2025

Effective Date: 5/ 6/2025

Received Date: 5/ 6/2025

OK Cancel

11. Click Upload Images and the file is now successfully uploaded!



12. Once the file has been uploaded, go back into Downloads and delete it, and empty your recycle bin.