



Linking Documents to a Diagnosis

Documents faxed or scanned into Accuro EMR can be linked to a diagnosis and then filtered in a similar manner as the History of Problems.

Before linking a document, it will be helpful to add a description to the document to identify the diagnosis this document is referring to.

Steps to Complete

1. Go to the **Home Section > Documents folder > select the desired document** you want to add a description to.
2. Do one of the following:
 - Click in the **Description** text box & type a name for the problem/diagnosis.

- OR -


- Double-click on the selected document to open up the

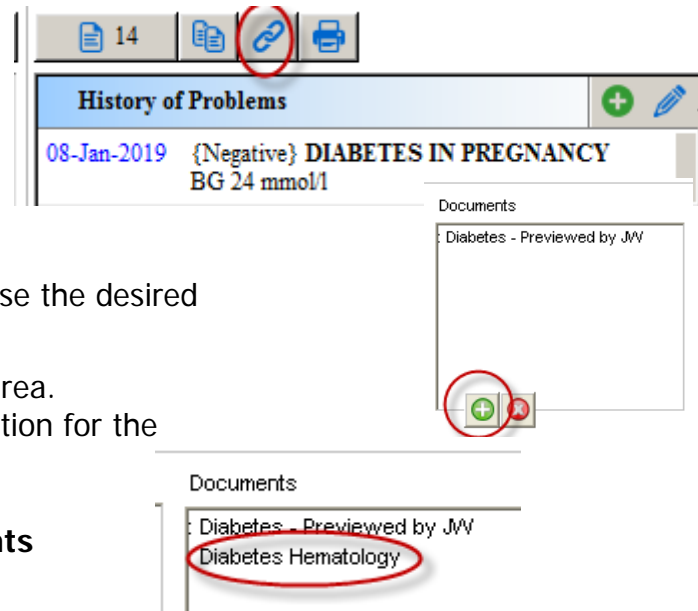
Provider A	Priority	Date Created
Mail	Normal	27-Jul-2011
Tasks	Very Urgent	10-Nov-2011
Documents	Normal	29-Nov-2011
Labs	Normal	10-Nov-2011
Stars	Normal	17-Oct-2011
Supervise		
Description:		Diabetes Hematology



Preview Manager and then click in the **Description** text box and type a name for the problem/diagnosis.



3. If desired, you may mark this document reviewed by clicking on the Review button.

To Link a Document to a Diagnosis

1. Ensure that you still have the correct client name loaded.
 2. Go to the **EMR Section > Encounter Notes tab**.
 3. Click on the **Link** icon found at the top of the Medical History section.
 4. From the **Problem Name** drop-down list, choose the desired diagnosis.
 5. Click on the **Add**  icon in the **Documents** area.
 6. From the **Available Options** select the description for the document you wish to add as a link.
 7. Click on **OK**.
- The added document will appear in the **Documents** area.



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History of Problems  

08-Jan-2019 {Negative} **DIABETES IN PREGNANCY**
BG 24 mmol/l

Documents

Diabetes - Reviewed by JW

Documents

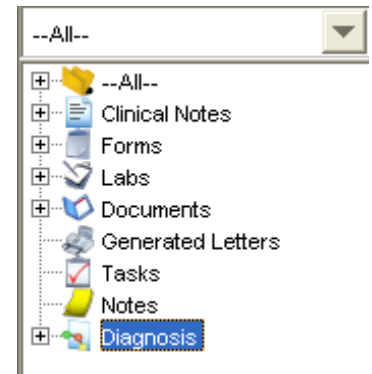
Diabetes - Reviewed by JW
Diabetes Hematology





To Filter by a Diagnosis

1. Either press **F3** or click on the **Virtual Chart** tab.
2. Click on the **Plus** icon to the left of the **Diagnosis** icon to expand the list of Diagnosis. (This will auto populate as diagnoses are added to the History of Problems band.)
3. Click on the desired Diagnosis you wish to filter by.
4. The resulting display in the main Virtual Chart window will now only display any documents, pdf lab results plus any notes or forms you previously linked to this diagnosis.
5. Arrange the columns in whichever order you prefer by clicking on the column heading.
6. **Double-click** to preview an item.
7. Use the navigation scroll arrows to move backwards and forward through all the linked items.



Date	I	Type	Note
29-Nov-2011		Labs	Diabetes Hematology
22-Nov-2011		Notes	SUBJ: Cover Sheet N
07-Nov-2011		Clinical Note	Encounter Note
19-Oct-2011		Clinical Note	Encounter Note
27-Jul-2011		Documents	Diabetes - Previewer

8. When done previewing the desired items, click on the **All** folder to remove the filter and show all client information again.

