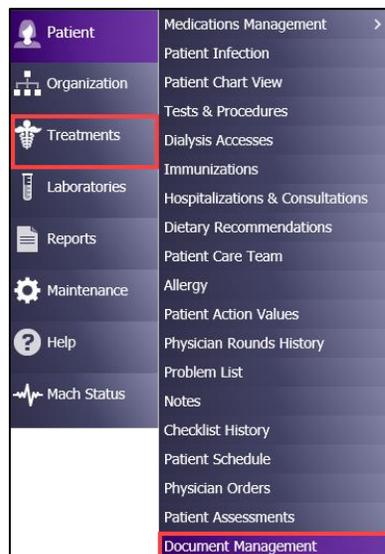


Docuware – Uploading and Viewing Scanned Documents

Uploading Scanned Documents into Docuware

Prior to uploading the document into Docuware, follow current procedures for scanning documents.

1. Log into Clarity
 - a. If uploading documents for multiple patients, select **Patient > Document Management**



- b. If uploading documents for a specific patient, select **Treatments > Real-Time Charting > Pre-Treatment** tab
 - i. NOTE: A patient must first be selected then it will bring you directly to that patient's scanned documents.

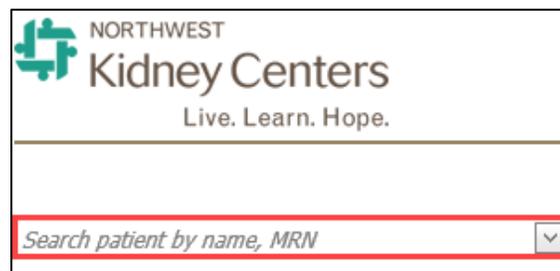
Pre Treatment | Nurse Assessment | Treatment | Medications / Imn | Phy Rounding | Post Treatment

Broadway Kidney Ctr | Last, First | Date 6/10/2019 | History | Close Window

User: | Logout

Item	Value	Notes	Not Done	Time	User
Document Management	Patient Documents		<input type="checkbox"/>	<input type="checkbox"/>	
Setup					
Location	* Broadway Kidney C		<input type="checkbox"/>	<input type="checkbox"/>	

2. Search for your patient—either by **MRN**, **First**, or **Last Name**



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Search patient by name, MRN

3. Once you select the correct patient, in the upper-right hand corner, click the **Upload Document** link.

Last, First - MRN

Patient: [c](#)

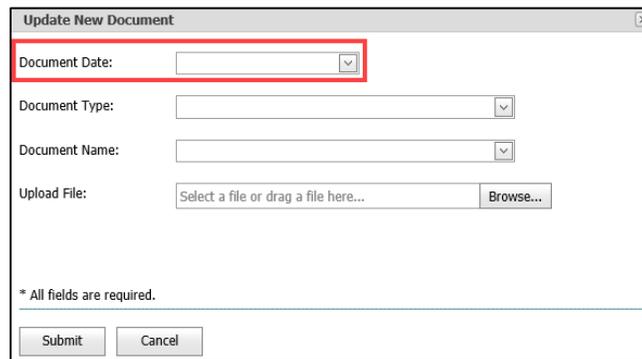
Document Date	Document Type	Document Name	Upload By	Upload Date	Edited By	Edited Date	Upload New Document
							Upload New Document

Edited Date | [Upload New Document](#) | Clear

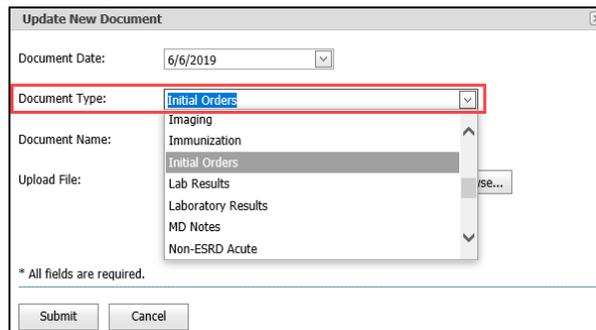
4. Once you select the **Upload New Document** link, set the following information:

a. **Document Date**

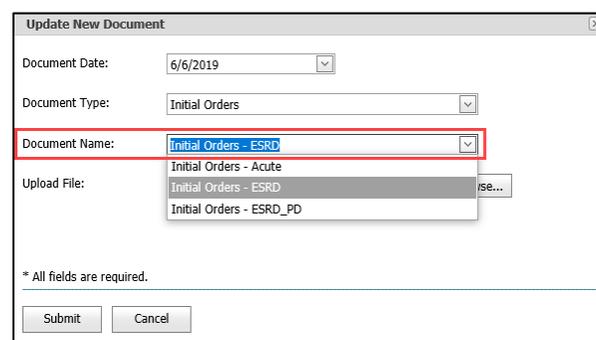
i. Select the **Document Date** using the calendar



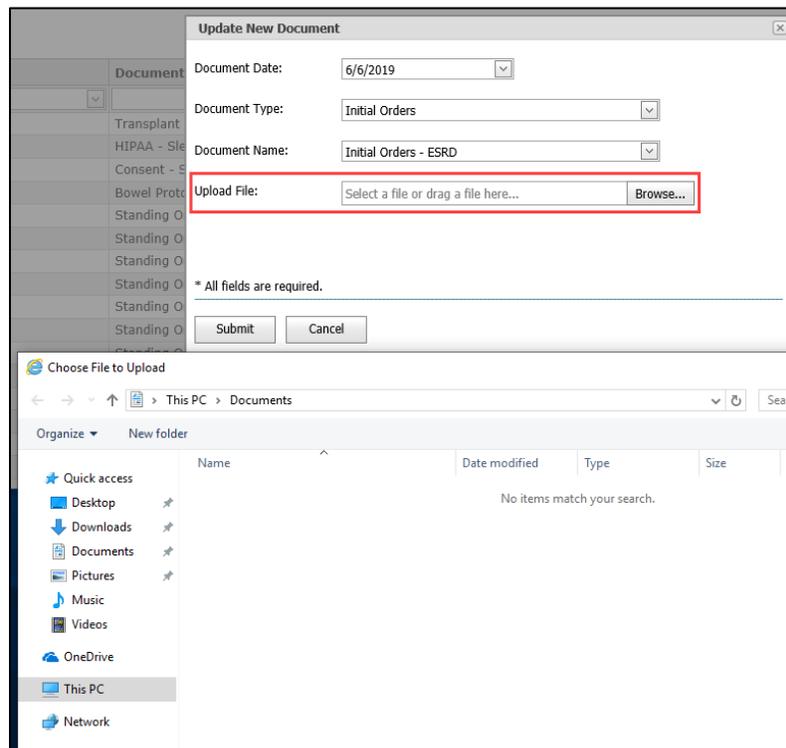
- b. **Document Type** – Select the **Document Type** using the drop-down menu
- i. The **Document Type(s)** available are common and succinct.



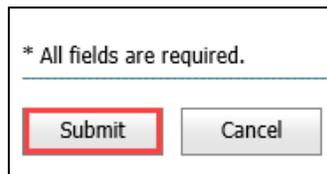
- c. **Document Name** – Select the **Document Name** using the drop-down menu



5. Use the **Browse** button to select the scanned document from where you saved the file



6. After selecting the document to upload, click the **Submit** button to complete the upload to Docuware



Search and View Scanned Documents in Docuware

To review documents that have already been uploaded to Docuware, follow these steps:

1. Log into Clarity and go to **Patient > Document Management**
2. Search for your patient—either by **MRN, First,** or **Last Name**



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Search patient by name, MRN

3. Filter by any of the following items:
 - a. **Document Date**
 - b. **Document Type**
 - c. **Document Name**
 - d. **Upload By**
 - e. **Upload Date**
 - f. **Edited By**
 - g. **Edited Date**

Document Date	Document Type	Document Name	Upload By	Upload Date	Edited By	Edited Date
<input type="text"/>						

4. After finding the document, click the **View** link in the far-right column

Upload By	Upload Date	Edited By	Edited Date	Upload New Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear
Last, First	05/02/2019	Last, First	05/15/2019	View Edit Delete
Last, First	02/22/2019	Last, First	03/26/2019	View Edit Delete
Last, First	02/22/2019	Last, First	03/26/2019	View Edit Delete

Edit or Delete Scanned Documents in Docuware

You may edit or delete documents that you have uploaded to Docuware, follow these steps:

1. Log into Clarity and go to **Patient > Document Management**
2. Search for your patient—either by **MRN, First,** or **Last Name**



3. Filter by any of the following items:
 - a. **Document Date**
 - b. **Document Type**
 - c. **Document Name**
 - d. **Upload By**
 - e. **Upload Date**
 - f. **Edited By**
 - g. **Edited Date**

Document Date	Document Type	Document Name	Upload By	Upload Date	Edited By	Edited Date
<input type="text"/>						

4. After finding the document, click the **Edit or Delete** link in the far-right column and perform the action needed