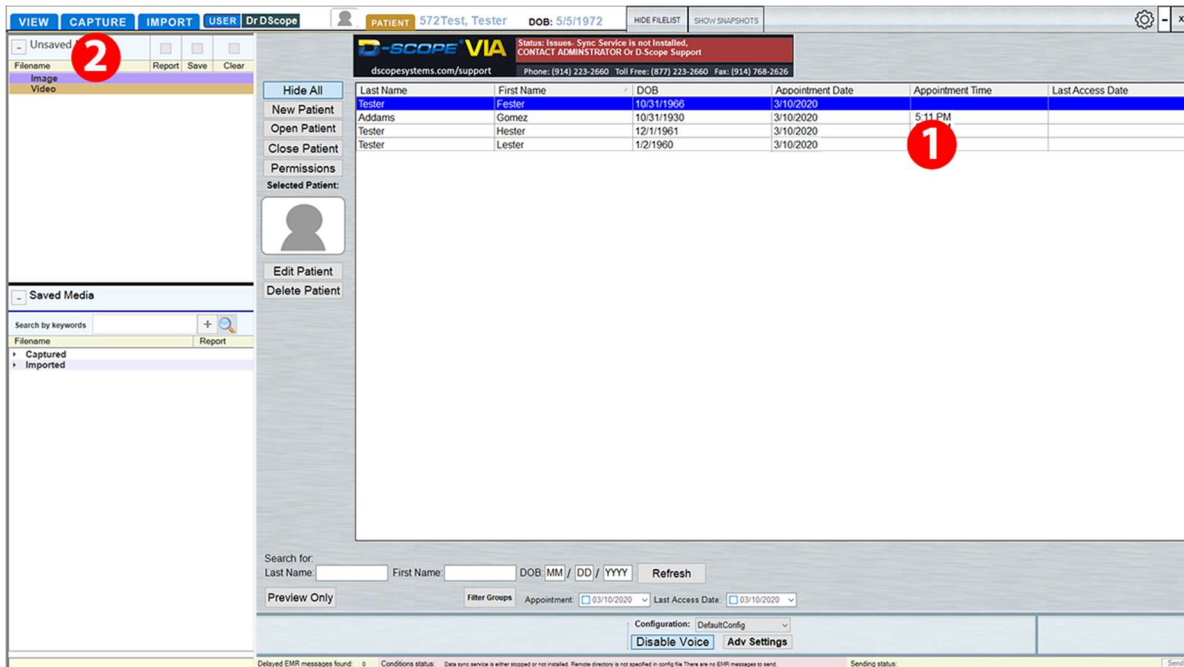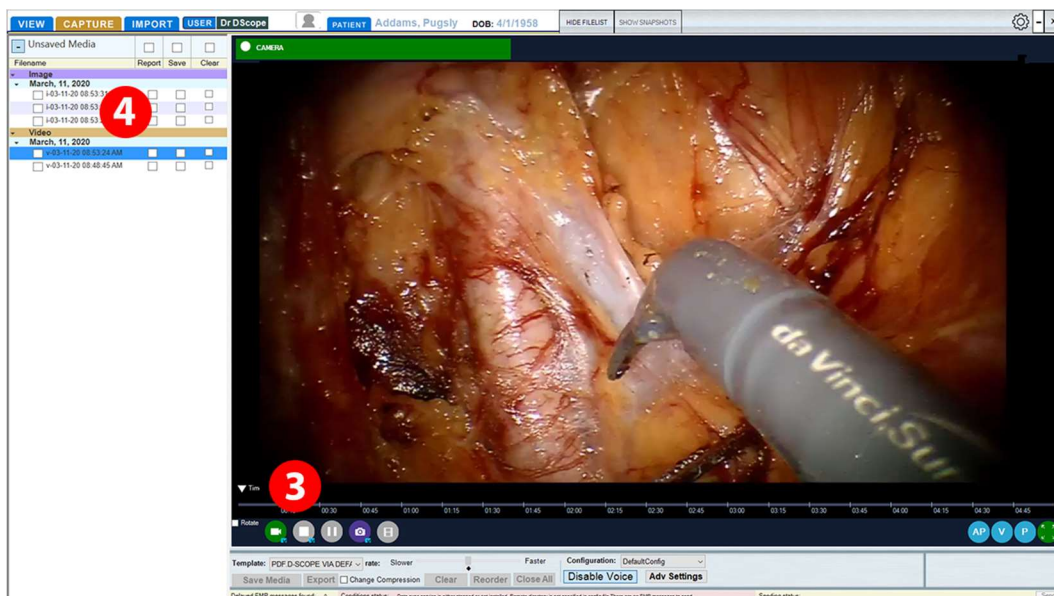# D-Scope Electronic Media Record Reporting

RECORDING ELECTRONIC MEDIA

[Image 1 – Patient Tab]

1. Rush's D-Scope integrated workflow starts when a patient checks-in for their appointment, and that appointment is populated in the Patient Tab.

2. To begin recording the exam, select the Capture Tab or double-click on the Patient's appointment to open the Capture Tab.
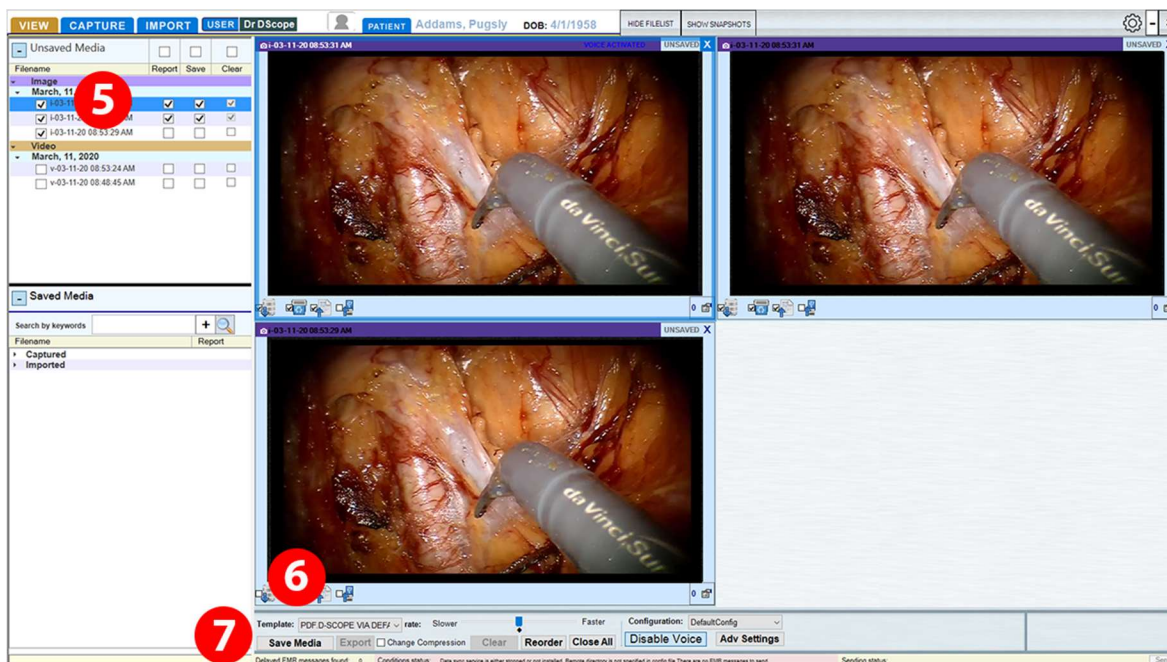

[Image 2 – Capture Tab]

3. Use the Record button and Snapshot button to capture video and still images.

4. Captured media will appear in the Unsaved Media List at the upper left of the Capture Tab.

CREATING AN EMR REPORT

After the media has been recorded, move to the View Tab, where you can select Unsaved Media for saving, reporting, or clearing (deleting.)

[Image 3 – View Tab]

5. Click the Report Checkbox for each image in the Unsaved Media List to be included in the report.

   When generating an EMR Report, all images must be for the same Patient and same Appointment Date. The resulting EMR Report will be permanently linked to the specific Appointment when the images were recorded.

6. Select the appropriate report template from the Template menu, if it is not already set.

7. Click the Save Media button to generate the EMR Report, featuring the included images.
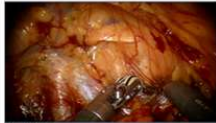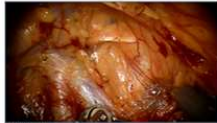
**[Image 4 – Export to EMR Window]**

8. The Export to EMR Window will open, allowing the inclusion of a comment to describe the media in the report.

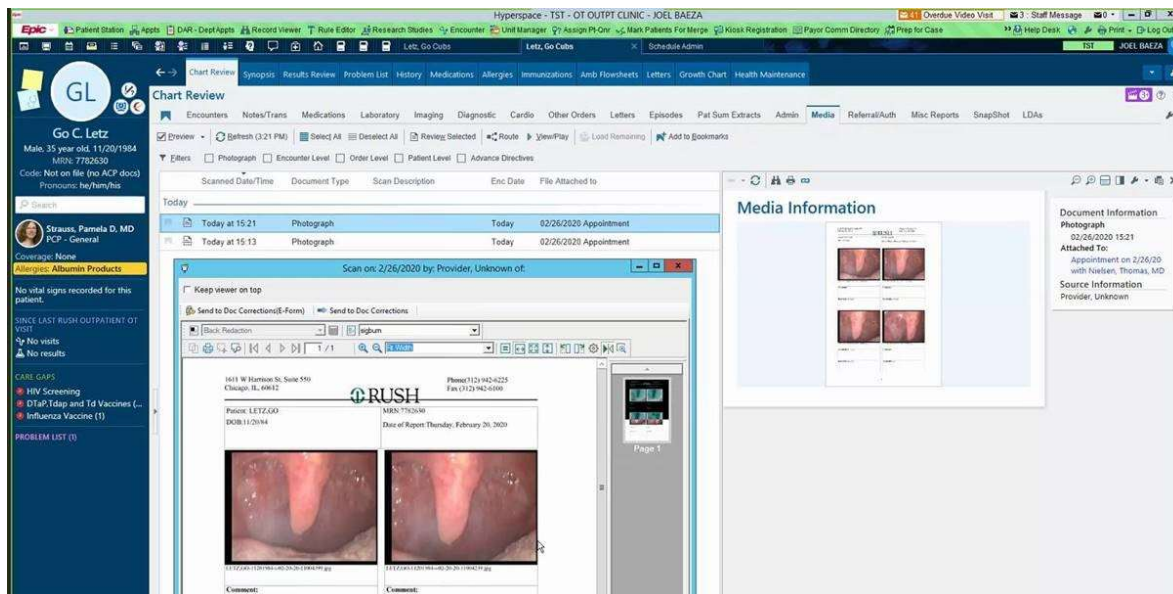   **This comment will serve as the report's Unique Document Identifier.**

9. After completing the commentary, hit the Send button to send the Report to the EPIC Record System.

10. A confirmation will be generated, stating that the PDF Report has been received by the EMR System, followed a request for confirmation that the user would like to clear the Saved Media from the local workstation.

11. Click Yes to continue.
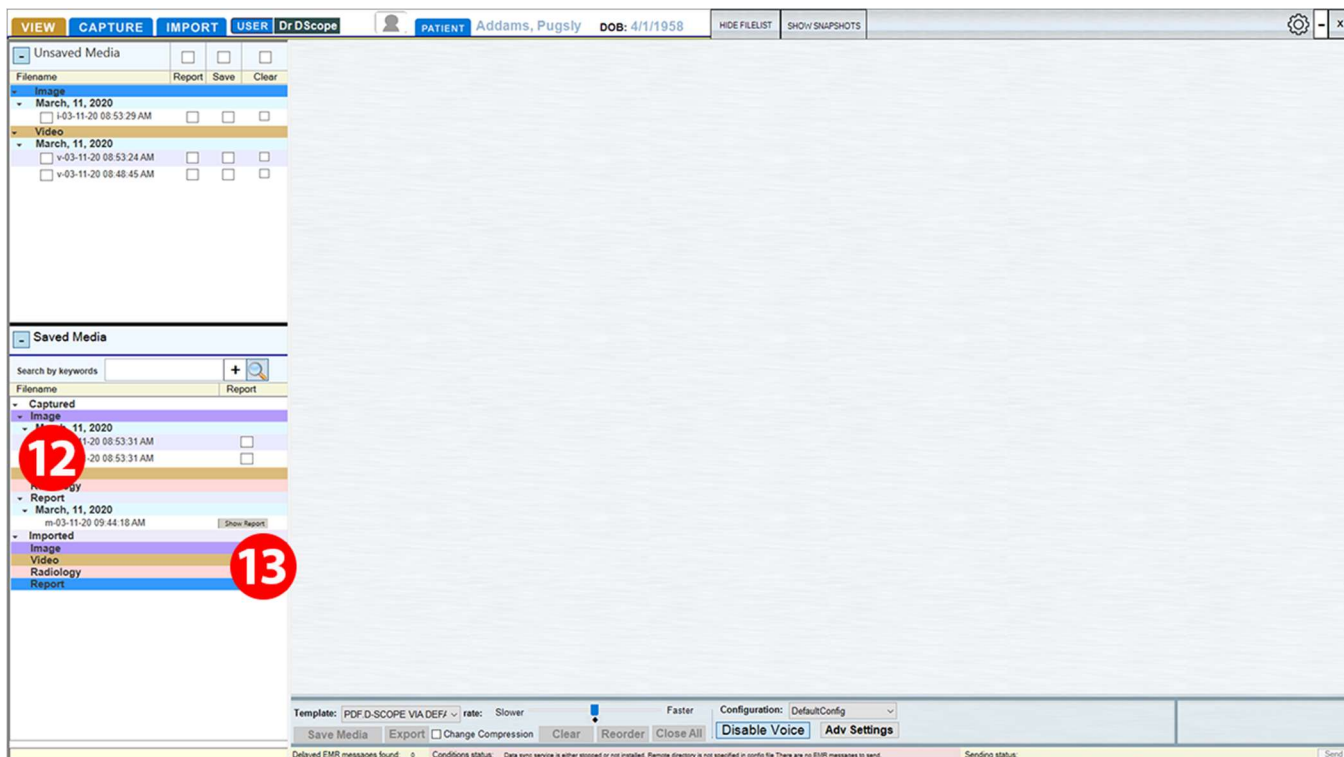
[Image 5 – View Tab - Reports]

12. The new report will also appear in D-Scope under the Report menu on the Saved Media List, in the submenu for the specific date. Multiple reports for the same date appear with the most recent report at the top of the list.

13. Select the Report for viewing and click the Show Report button to open and view the EMR Report.

[Image 6 - EPIC PDF EMR Report]