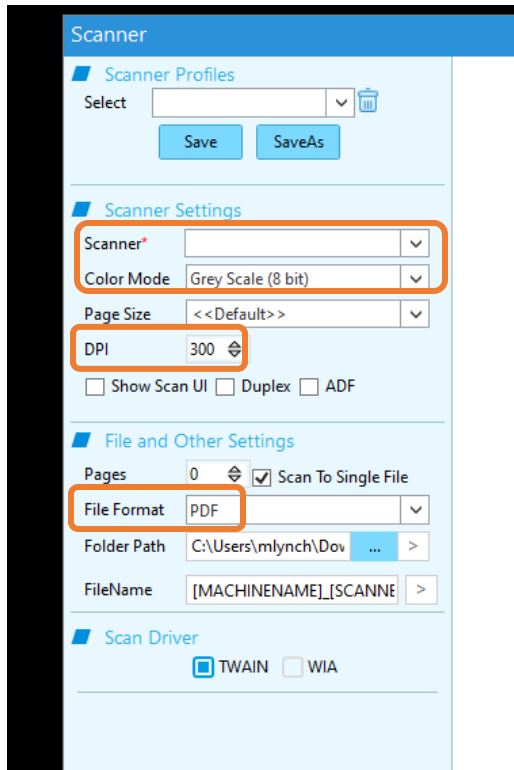


1. Open the Scan Document screen in eCW
2. Select/update the below items:
 - a. Scanner- *Choose your default*
 - b. Color Mode- *Grey Scale*
 - c. DPI- *300*



Scanner

Scanner Profiles

Select

Scanner Settings

Scanner*

Color Mode

Page Size

DPI

Show Scan UI Duplex ADF

File and Other Settings

Pages Scan To Single File

File Format

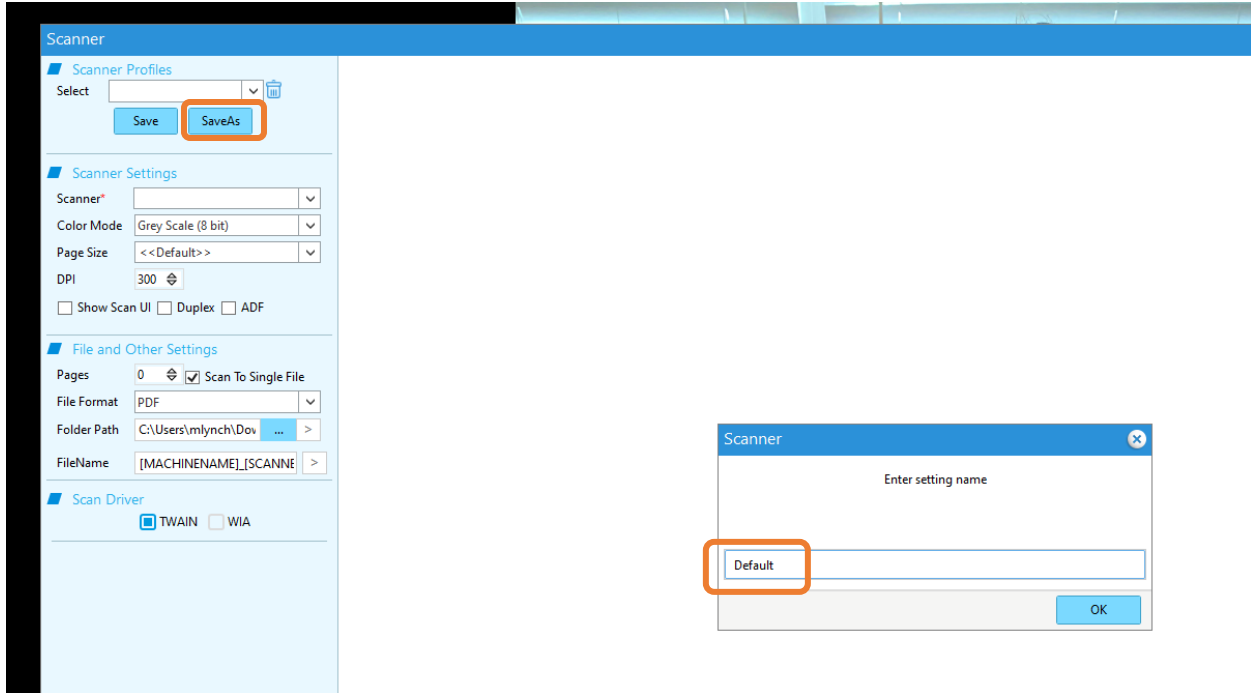
Folder Path

FileName

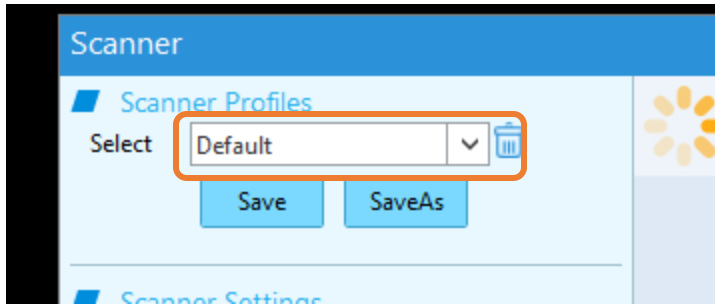
Scan Driver

TWAIN WIA

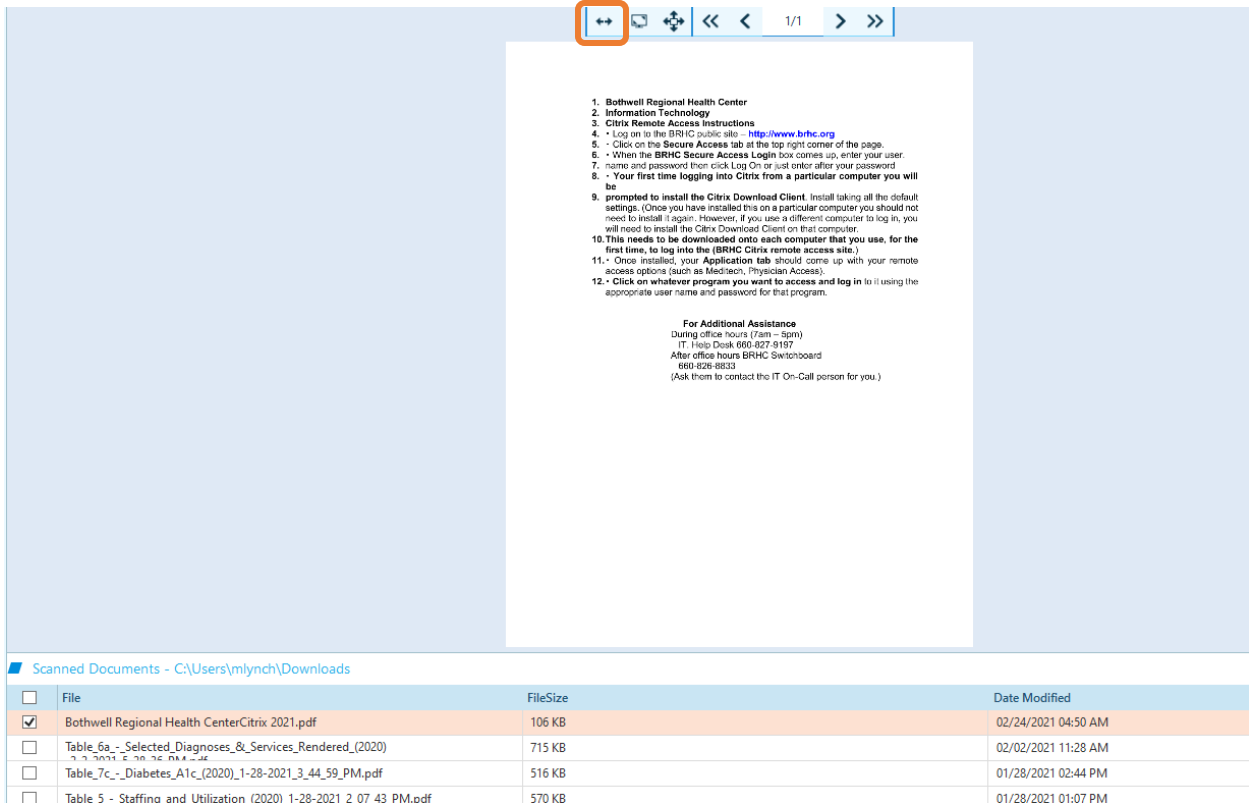
3. One your preferences are entered, select “SaveAs”.
4. A box will pop up asking you to enter a name, you can enter this as “Default”.



5. You will now always have these options to select from at the top of the scan screen



- 6. Place your document in the scanner & select the **Scan** icon
- 7. Your document will populate in the middle of the screen. It will populate automatically as *fit to page*. If this is too small, select the *fit width* icon to make larger.



1. Bothwell Regional Health Center
 2. Information Technology
 3. Citrix Remote Access Instructions
 4. • Log on to the BRHC public site – <http://www.brhc.org>
 5. • Click on the **Secure Access** tab at the top right corner of the page.
 6. • When the **BRHC Secure Access Login** box comes up, enter your user name and password then click **Log On** or just enter your password.
 7. • Your first time logging into Citrix from a particular computer you will be
 8. • prompted to install the **Citrix Download Client**. Install taking all the default settings. (Once you have installed this on a particular computer you should not need to install it again. However, if you use a different computer to log in, you will need to install the Citrix Download Client on that computer.
 9. • **This needs to be downloaded onto each computer that you use, for the first time, to log into the (BRHC Citrix remote access site.)**
 10. • Once installed, your **Application** tab should come up with your remote access options (such as Meditech, Physician Access).
 11. • Click on **whatever program you want to access and log in** to it using the appropriate user name and password for that program.
 12. •

For Additional Assistance
 During office hours (7am – 5pm)
 IT Help Desk 660-627-9197
 After office hours BRHC Switchboard
 660-826-8833
 (Ask them to contact the IT On-Call person for you.)

Scanned Documents - C:\Users\mlynch\Downloads

<input type="checkbox"/>	File	FileSize	Date Modified
<input checked="" type="checkbox"/>	Bothwell Regional Health CenterCitrix 2021.pdf	106 KB	02/24/2021 04:50 AM
<input type="checkbox"/>	Table_6a_-_Selected_Diagnoses_&_Services_Rendered_(2020)	715 KB	02/02/2021 11:28 AM
<input type="checkbox"/>	Table_7c_-_Diabetes_A1c_(2020)_1-28-2021_3_44_59_PM.pdf	516 KB	01/28/2021 02:44 PM
<input type="checkbox"/>	Table 5 - Staffino and Utilization (2020) 1-28-2021 2 07 43 PM.pdf	570 KB	01/28/2021 01:07 PM

8. Select **Attach** to assign to the patient account
9. After assigning, select the **Reviewed** icon and the document will be closed and assigned to the patient’s chart.