



Quick reference

MOSAIQ versions 1.6 and above
LPCMSGCOMM170121

Scan and Associate Documents

There are three steps to scanning a document into MOSAIQ. Scan, Associate, and Status.

Scanning a Document

1. The scanner should be linked to the eSCAN directory folder on your workstation

Associating a Document to a Patient's Chart

1. In the Documents Available section (upper left), select a document and drag it to the Documents Saved section (lower left)
2. View the document to check the patient name, document type, and date
3. In the fields above the document, enter the patient name, document type, encounter date, a staff member that needs to review the document (if applicable), and click OK.
4. If you need to make changes to a document (remove, rotate, or insert pages), right click in the thumbnails viewer. If you're missing the thumbnails viewer, right click in the toolbar and make sure the "Document Options Toolbar" is checked. At the bottom of the window, click Options | View | Pages thumbnails.

Status the Document

1. Set Documents filters to show a wide date range, UN-check the "Global Patient Only" box, and in the My Status box, check Pending status
2. Documents needing review can be batch statused "Review Required." Hold down the Ctrl button on the keyboard while clicking on the documents with a name in the "Reviewer" column. Click Status and select Review Required. Enter password and OK.