

HillChart Media Manager – Deleting & Editing Scanned Items

Tip Sheet

Overview

This Tip Sheet is supplemental to the **Scanning Tip Sheet** and **Scanning Level Matrix** and covers how to **Delete** and/or **Edit** media files in **Media Manager**. It is **very important** to understand that there may be laws or guidelines when working with electronic medical records that should be considered when deleting any data from a patient’s electronic chart. **Due diligence** on assessing the necessity to delete a scanned media file from HillChart is the **responsibility of each user**.

Editing & Deleting Scanned Items

The screenshot shows the HillChart Media Manager interface. A search bar at the top left contains the text 'media'. A 'Jump to Media Manager' button is highlighted with a red box and labeled '1'. A search box for 'Patient Search' contains 'zztest, apple' and is labeled '2'. Below the search box, a table lists documents. The second row, 'D-prd-891474 | 2019 diagnostic im', is highlighted in blue and labeled '3'. An 'Edit' button is highlighted with a red box and labeled '4'. A purple callout bubble points to the 'Delete' button with the text 'Click to delete selected document'. Below the table, a patient selection dropdown is set to 'Patient: Zztest, Apple [4305542]'. An 'Edit File Information' window is open, showing document details for '2019 diagnostic imaging services cpt code: Pathology Report'. The 'File Attached To' section has buttons for 'Patient', 'Encounter', 'Order', 'New Encounter', and 'Ext Order'. An orange callout bubble points to the 'Order' button with the text 'Click to change Scan Level'. A blue callout bubble points to the patient dropdown with the text 'Click to move document to a different patient'. A purple callout bubble points to the 'Modify result' checkbox in the 'Result Information' section with the text 'To edit results, select Modify Result Checkbox'. At the bottom right, an 'Accept' button is labeled '6'.

1. Using **Chart Search**, jump to **Media Manager**.
2. Search for & select the desired patient.
3. Highlight the file.
4. Click **Edit** to modify it.
Note: Click **Delete** to remove it permanently.
5. Make desired modifications (see examples section).
6. Click **Accept**.

Editing Examples

Following is a table of examples of edits that can be made to previously scanned file.

Edit Reason	Steps/Notes
Move the file to a different patient (i.e., scanned to wrong patient)	<ol style="list-style-type: none"> 1. Click on the Patient Looking Glass and search for the correct patient. 2. Click Accept. 3. After Double-checking, click Yes to the “Would you like to move the selected files?” <p>Note: This file will no longer be visible in the original patient’s chart, even if you filter on ‘show deleted documents’.</p>
Move the file to a different scan level (e.g., from patient to encounter or encounter to order level)	Click the desired ‘File Attached To’ Button to change the scan level from the current to the new level. You may even create a new encounter or tie the scan to an external result, if desired.
Edit file information	Users may change the following: document description, doc type, effective & expiration dates, service date, received date, received by, status, signed by, signed date, witnesses, relationship, representative, and comments.
Send notification to someone (i.e., notify recipient you have made changes to the scanned information)	Search for and select the desired Recipient in the ‘Send Notification To’ Field . The notification will go to the recipient’s Media Manager In Basket Folder .
Edit result information	Select the Modify Result Checkbox and make the desired changes.

Deleting Examples

Following is a table of reasons for deleting a file.

Deletion Reason	Notes
Chart correction	Scanned incorrect document to the correct MRN and will re-scan correct document.
Poor quality or corrupt file	User must have access to the original document to re-scan it to <i>HillChart</i> .

Note: When deleting a file, a **Deletion Reason** is required (up to 40 characters long). As a best practice, users will want their reason to be as specific as possible for later auditing purposes (e.g., corrupt file – rescanned).