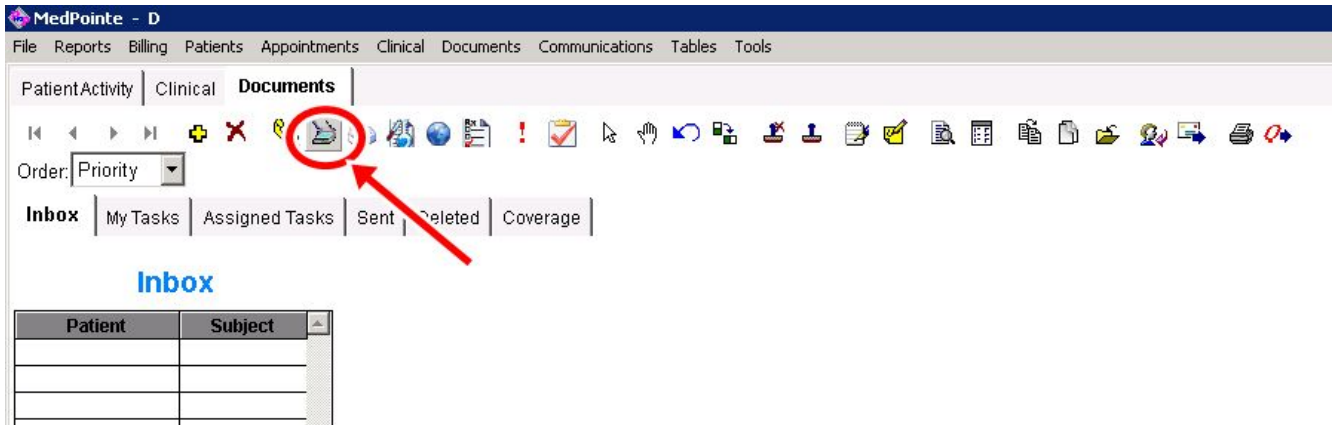
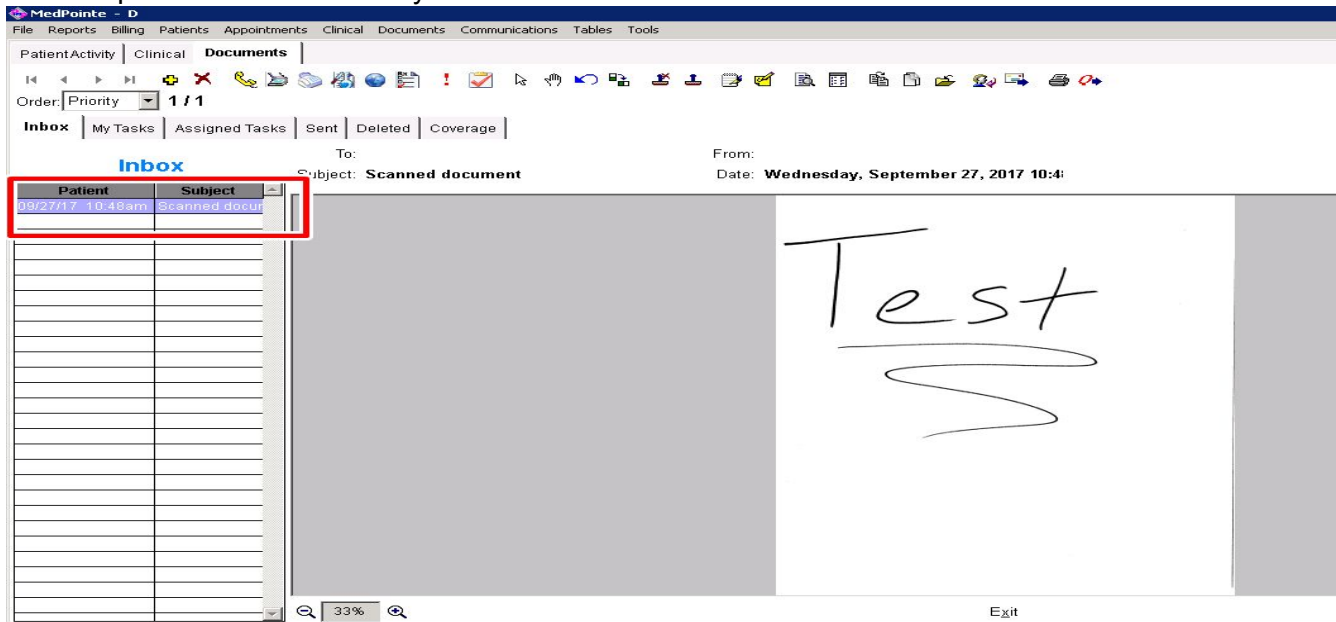


## Scanning Documents to a Chart

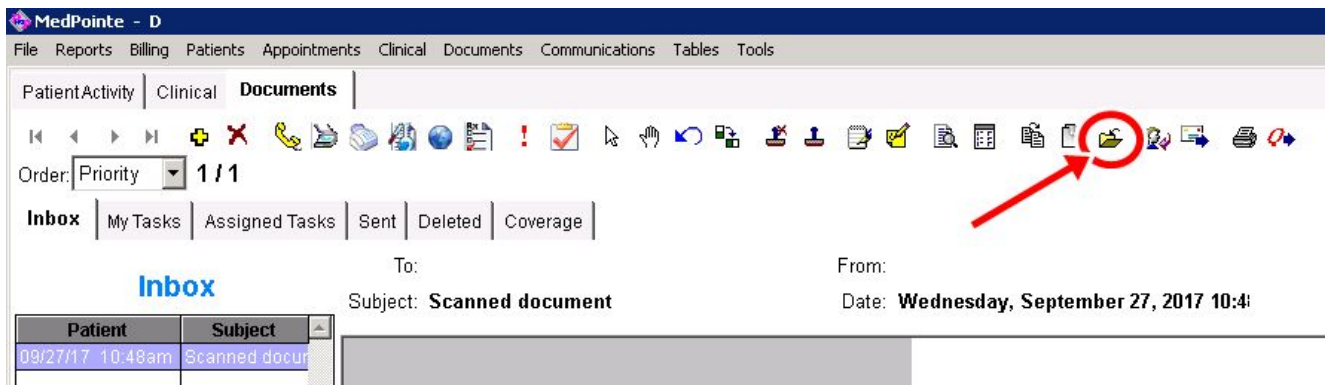
Once you have scanned in the document and are ready to pull it into PMP, go to the **Documents** window and click on the **'Scan Documents'** icon.



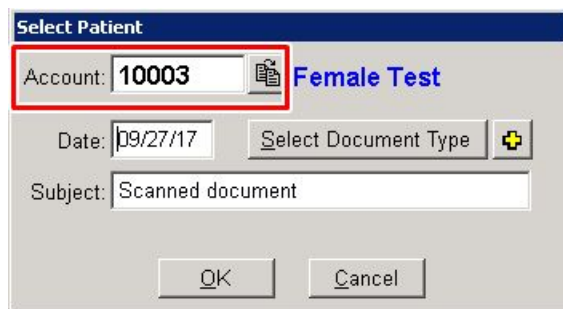
This will pull the document into your inbox and name it a 'Scanned document'



With the document selected, click on the 'File in a Patient's chart' icon.



From the **Select Patient** window, enter the Account # of the patient's chart you want the scanned document to go to. OK.



The document will now appear in the patient chart.

