

Status: Live

Last modified: [30/08/2018](#)

Date printed: N/A

WinDIP Version 2.2.81	
STANDARD OPERATING PROCEDURE	
Title:	Scanning into WinDIP - Patient Case Notes.
Author(s):	Jason Clark
Approver:	Jason Clark
Document version:	1.0

SCOPE

This procedure covers the instructions on [Scanning into WinDIP - Patient Case Notes.](#)

TRAINING REQUIREMENTS

Staff scanning information into WinDIP must be familiar with this SOP

WARNINGS AND SPECIAL PRECAUTIONS

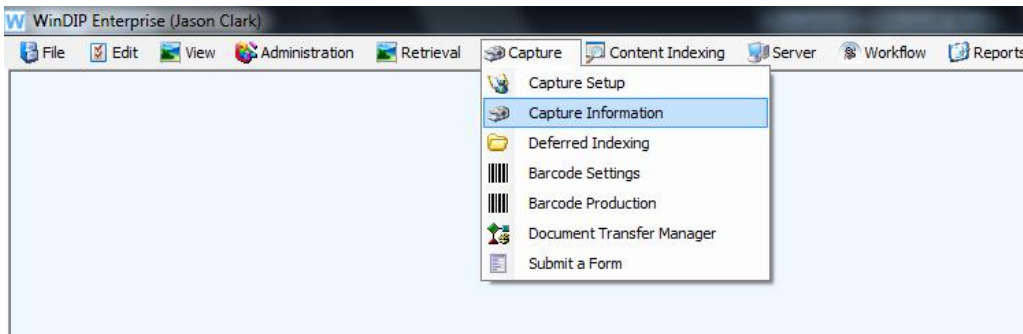
Ensure scanned data is in the correct order and scanned into the correct locations.

EQUIPMENT REQUIRED

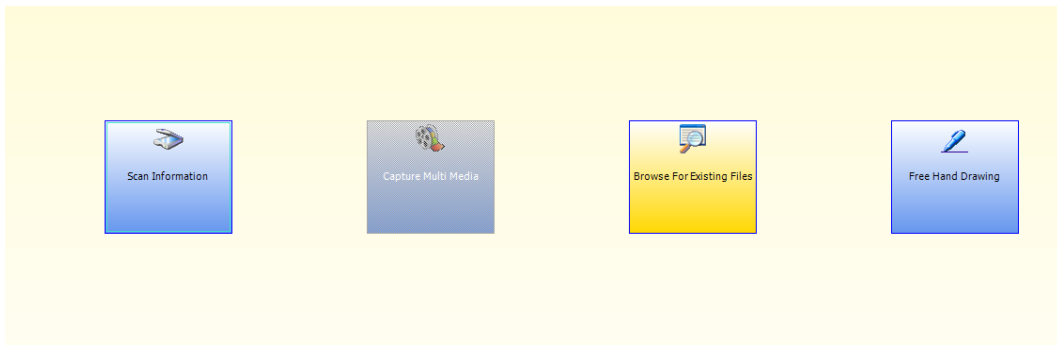
WinDIP Enterprise found via Start>All Programs>WinDIP>WinDIP Enterprise v2.2.81
A scanner, with a Kofax licence, for WinDIP.

Scanning into WinDIP - Patient Case Notes.

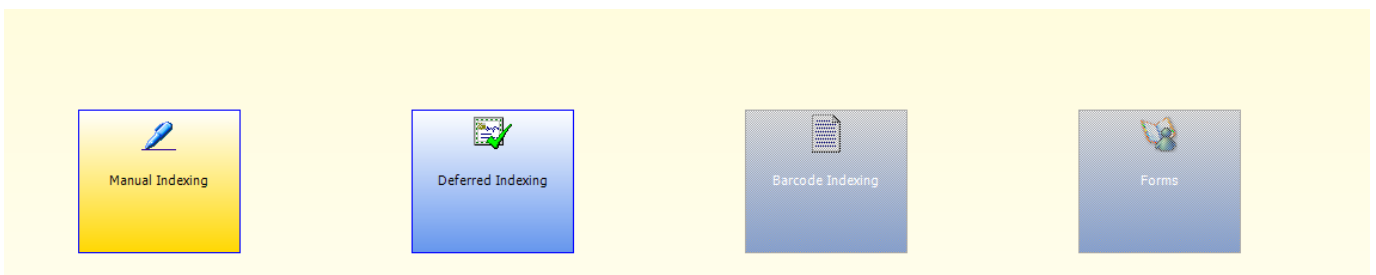
1. Go to Capture, and then select Capture information.



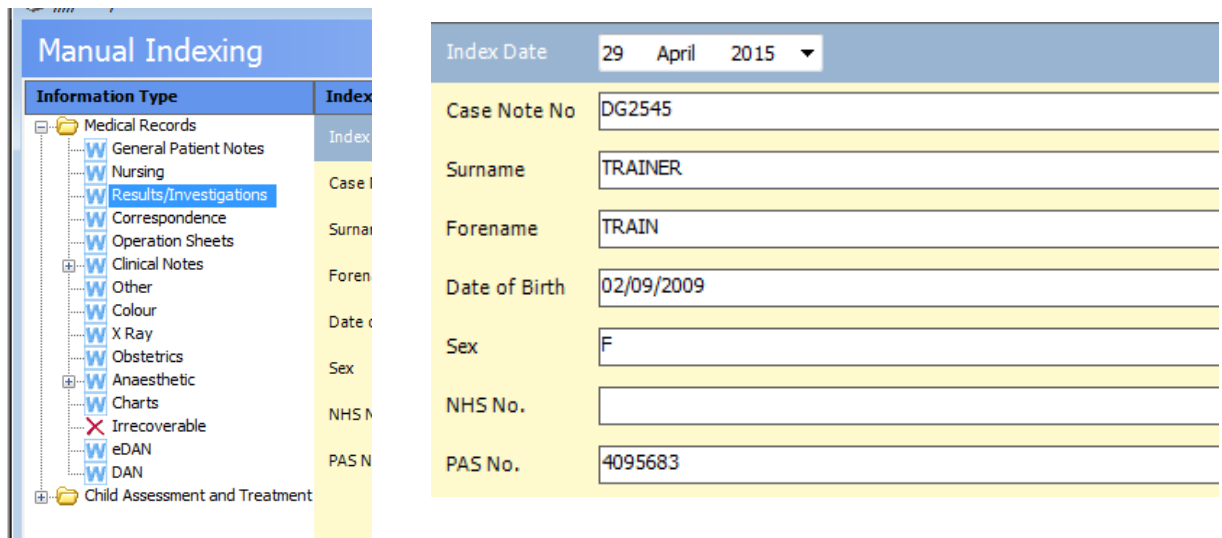
2. Select browse for existing files.



3. Then select manual indexing.

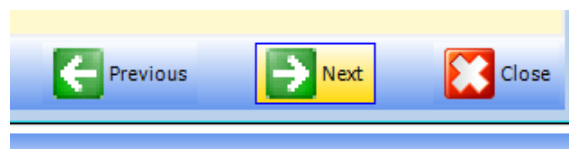


- Select the information type you are inputting from the left hand side. Then input the patient case note number on the right hand side and click next.

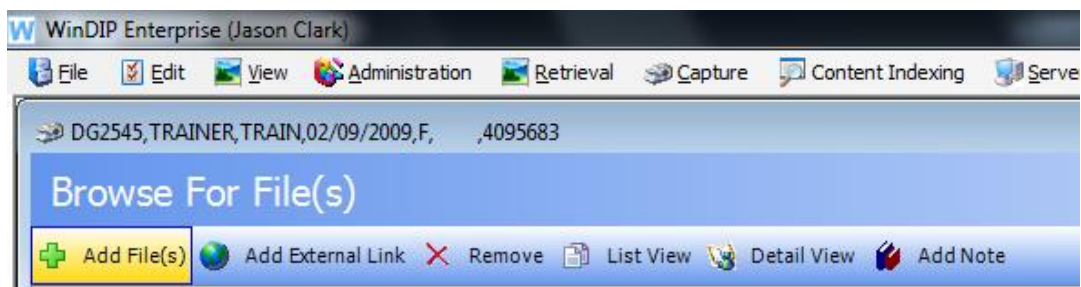


Information Type	Index
Medical Records	Index
General Patient Notes	
Nursing	
Results/Investigations	Case I
Correspondence	Surnam
Operation Sheets	
Clinical Notes	Foren
Other	Date o
Colour	
X Ray	
Obstetrics	Sex
Anaesthetic	
Charts	NHS N
Irrecoverable	
eDAN	PAS N
DAN	
Child Assessment and Treatment	

Index Date	29 April 2015
Case Note No	DG2545
Surname	TRAINER
Forename	TRAIN
Date of Birth	02/09/2009
Sex	F
NHS No.	
PAS No.	4095683



- Select add File(s). **DO NOT SELECT ADD EXTERNAL LINK!!!**



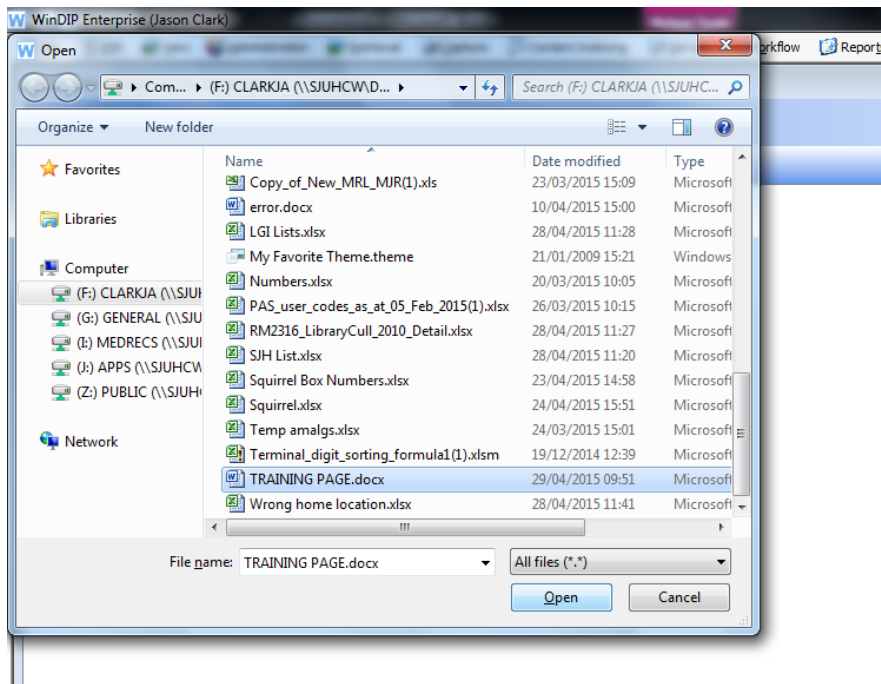
WinDIP Enterprise (Jason Clark)

File Edit View Administration Retrieval Capture Content Indexing Serve

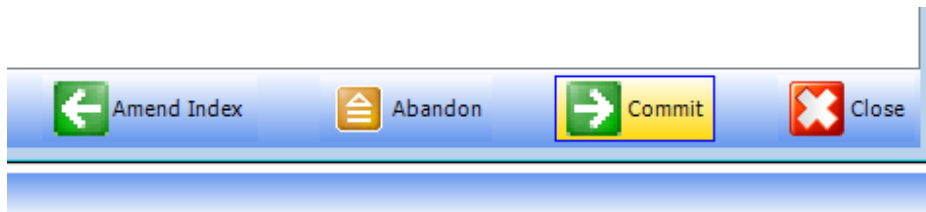
DG2545,TRAINER,TRAIN,02/09/2009,F, ,4095683

Browse For File(s)

6. Select the file that you wish to upload and click open.



7. Now click commit.



8. Your document should now be committed to the patients' notes and ready to view.

WinDIP Enterprise (Jason Clark) - [DG2545, TRAINER, TRAIN, 02/09/2009, F, 4095683]

File Edit View Administration Retrieval Capture Content Indexing

Criteria Search Results By Type List (Summarised By Primary Index) Search Results - Grid

	Apr 2009	Sep 2009	Jun 2013	Mar 2014	Apr 2015
Medical Records	16 / 04	04 / 09	05 / 06	11 / 03	29 / 04
General Patient Notes					
Nursing					
Results/Investigations					
Correspondence					
Operation Sheets					
Clinical Notes					
ENT (From Dec 2011)					
OTHER (From Dec 2011)					
Other					

Records In Each Grid Cell Show newest documents first

Index

- DG2545, TRAINER, TRAIN, 02/09/2009, F, 4095683
- DG2545, TRAINER, TRAIN, 02/09/2009, F, 4095683
- DG2545, TRAINER, TRAIN, 02/09/2009, F, 4095683

Alert Latest Version Alias Protected MultipleVersion

Current Department 'Accident Emergency + Medical Records'

View this item

- View History for this item
- Publishing
- Add a note to this item
- Add a note to all 'DG2545'
- Send this Document To Colleagues
- Protect this item
- Reindex this item
- Delete this item
- Re-Submit this item for Content Indexing
- e-Forms
- Document properties

Records In Each Grid Cell Show newest documents first

Alert Latest Version Alias Protected MultipleVersion

Current Department 'Accident Emergency + Medical Records'

Viewing page 1 of 1

Information File Information Content Indexing Information Notes History Workflow Status

TRAINING PAGE!!!!!!!!!!!!!!!!!!!!!!

0101010101010101010101

Single Page

- Previous
- Next
- Rotate
- Rotate 90
- Zoom
- Fit
- Publishing
- Copy
- Drag & Drop
- Redaction
- Actions