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WinDIP Version 2.2.81		
STANDARD OPERATING PROCEDURE		
Title:	**WinDIP Viewing Procedure**	
Author(s): Approver: Document version:	Jason Clark Jason Clark 1.0	

SCOPE

> This procedure covers the instructions on *viewing records in WinDIP Enterprise and e-WinDIP viewer.*

TRAINING REQUIREMENTS

> Staff using WinDIP must be familiar with this SOP.

WARNINGS AND SPECIAL PRECAUTIONS

> N/A

EQUIPMENT REQUIRED

WinDIP Enterprise found via Start>All Programs>WinDIP>WinDIP Enterprise v2.2.81
e-WinDIP Viewer found via Start>All Programs>WinDIP>e-WinDIP Viewer

Viewing Procedure for records scanned into WinDIP

If the Health Record (case note) has been archived to Optical Disc you may **view** them by accessing **WinDIP**.

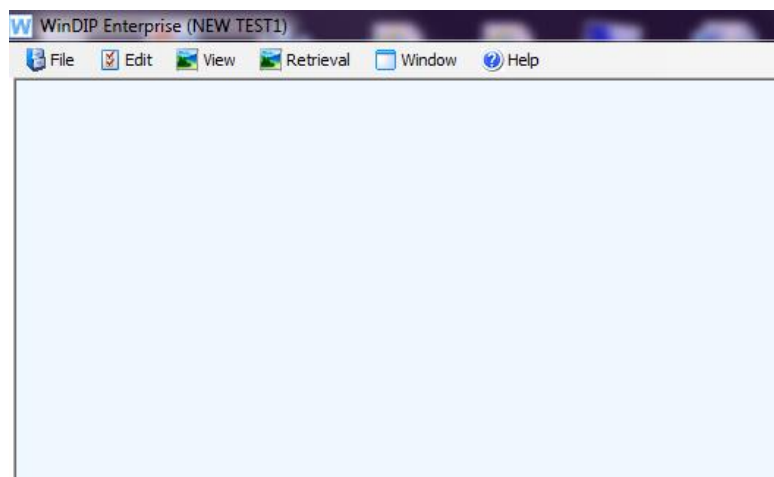**WinDIP**- Windows Document Image Processing

Procedure (WinDIP Enterprise)

WinDIP Enterprise found via **Start** > **All Programs** > **WinDIP** > **WinDIP Enterprise v2.2.81**

1. Launch WinDIP Enterprise and enter your Username and Password.
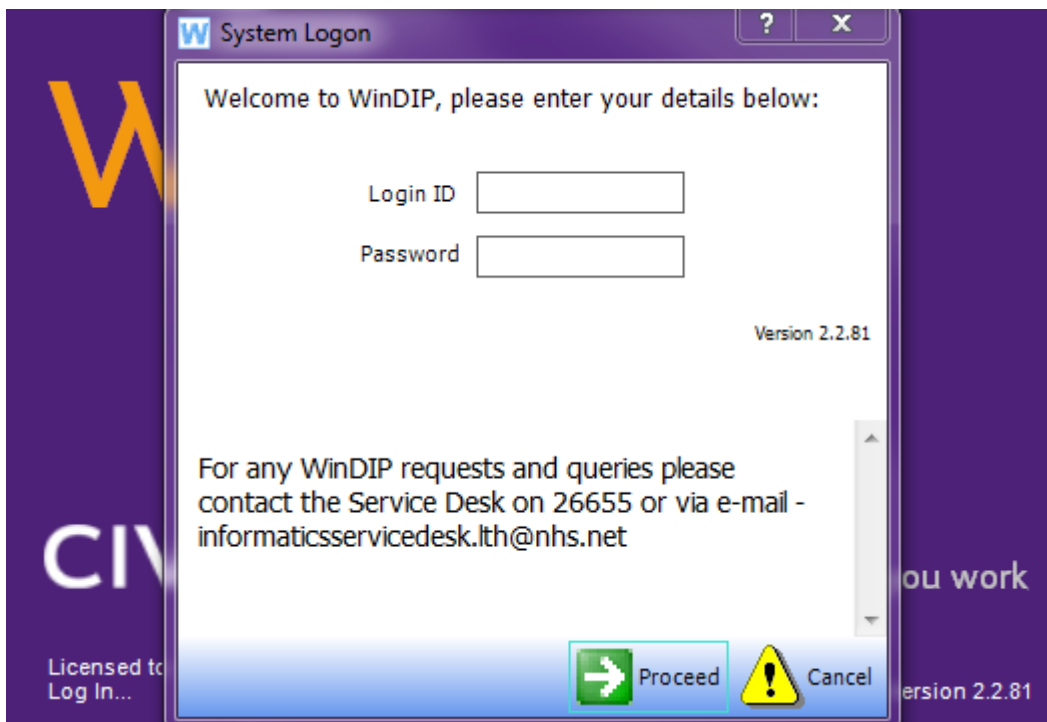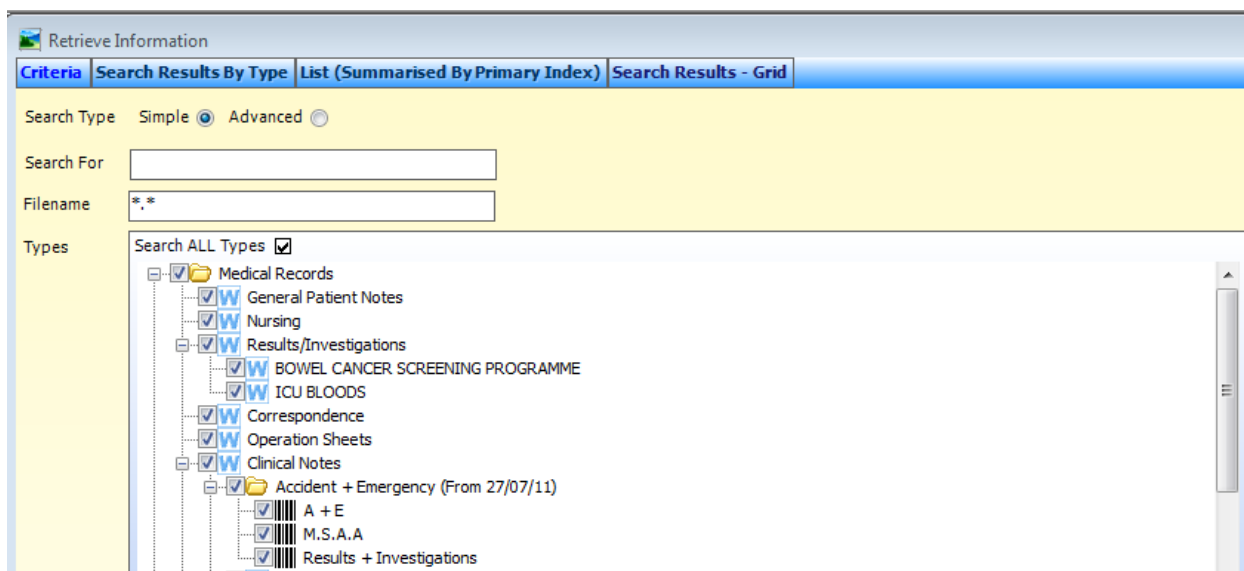

2. The **View Screen Layout** will appear.

3. Ensure that you are in the correct department. If you want to view Medical Records or A+E attendance cards, you should be in the "Accident Emergency + Medical Records" department. If you have referrals access and want to view referral letters, you should be in the "Referral and Bookings Services" department. To change department, left click on the current department in the bottom left hand corner of the screen. A new screen will appear with the available departments. Double click on the department you require.
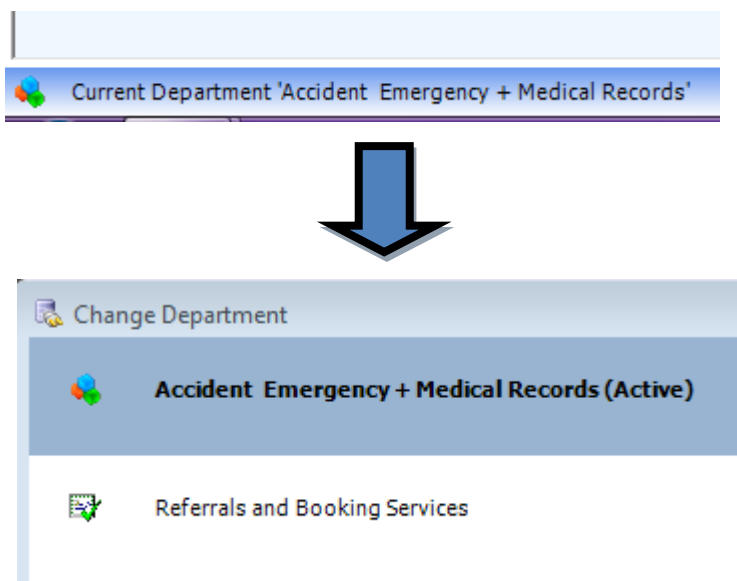
4. Select **retrieval** > **Retrieve Information.**
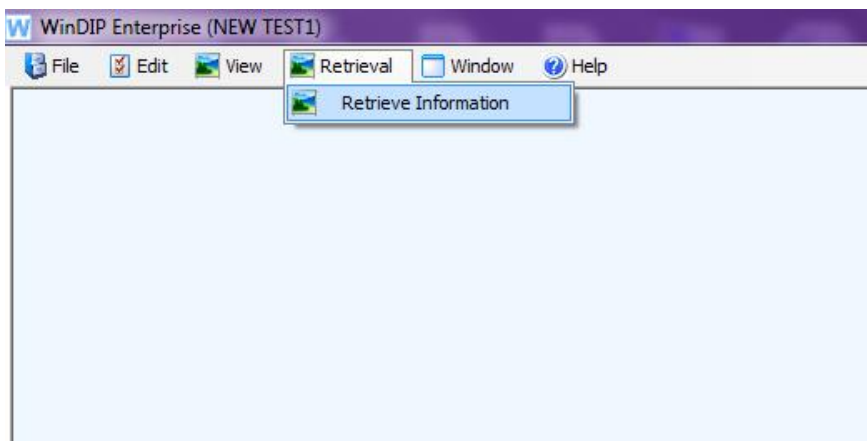
5. To search for a patient record, enter an identifier into the "**Search For"** field**.** You can use the Casenote number**,** NHS number or PAS number. Once entered, press enter on your keyboard.

- For A&E patients you can also search the **A&E attendance number**.
- If you are searching for Referrals you should use the NHS number.

6. If there is a matching patient record held in WinDIP it will open a new screen with the patient record entries. There may be more than one entry returned depending upon the size of the original Casenote or if multiple documents have been scanned for this patient under different information types. The entries are dated along the top by date they were scanned into the system.

7. If the Casenote has been scanned in sections, click on the section you wish to view. If there are multiple documents held in the section the icon will appear as a multi-page icon instead of a single.
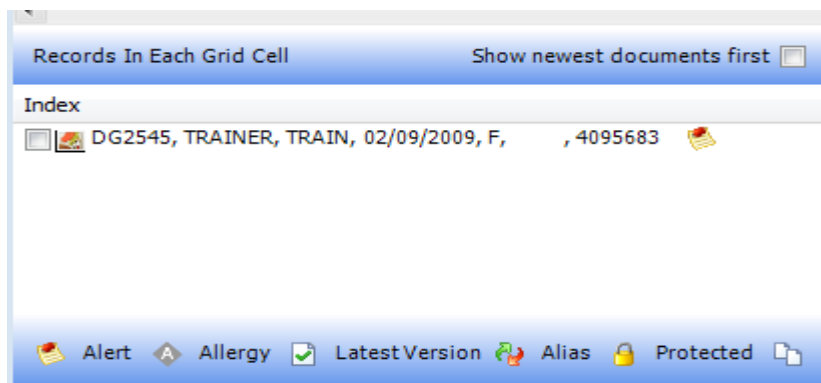
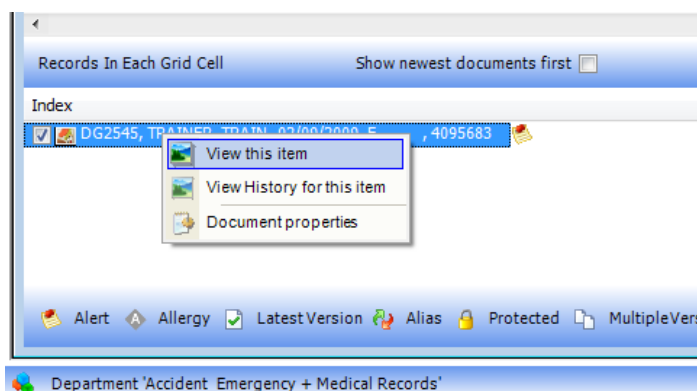Single document   Multi-document

8. Once you have clicked on the section you wish to view, the document(s) held in this section for this date will appear at the bottom of the screen.


9. To open the record you wish to view, right click on the document and then click "View this item"

10. If the patient has any relevant **patient alerts - Blood Transfusion, Alerts/Allergies** they may be displayed on the 'Notes' screen, you will need to click in the 'I have read this note' box to confirm that you have noted the information before you are able to continue. Casenotes historically archived and those scanned by the Bureau will have any alerts displayed on the front cover of the Casenote. The front cover is found in the "General Patient Notes" section.
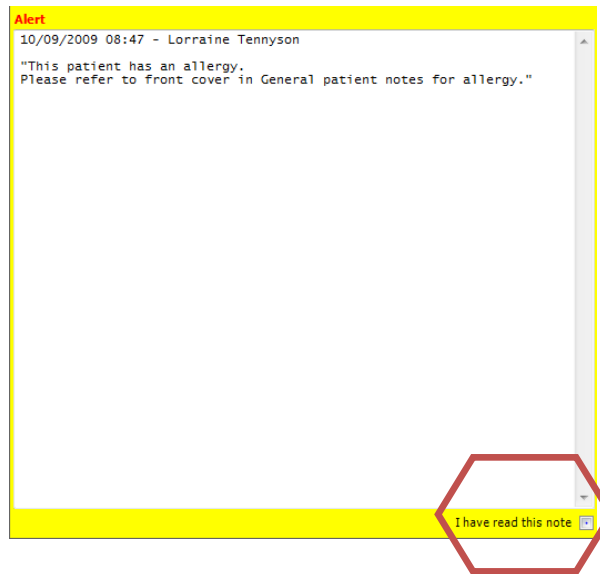
11. If the Casenote does not contain anything on the 'Notes' screen, the casenote contents will be displayed automatically. The number of pages contained in the Casenote is displayed at the top left hand side of the screen. **Note: some pages will be blank as the scanner produces a separate image for both sides of the paper; this is for compliance with IG rulings.**
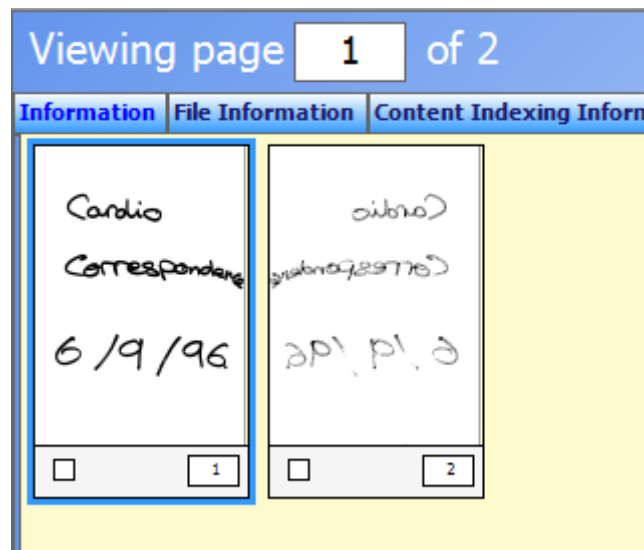
**12.** To view an individual page, double click on the page you wish to view. You also have a tool box on the right hand side of the screen with various options for you to use.

- You can change the view that you are in and choose from Single Page, Double Page, Filmstrip and Thumbnails. In Filmstrip and Thumbnail you can use the scroll bar located between the "Fit" and "Actions" button to increase or decrease the size of the Thumbnail images.

- You can navigate through the pages in document using the "Next" and "Previous" buttons.

- You can rotate the page either left or right sing the rotate buttons.

- You can zoom in or out of a specific page by clicking the "Zoom" button, and then either left clicking on the page to zoom in, or right clicking to zoom out. To stop the zoom function, click the button again.

- The "Fit" button will fit the full page on the screen for viewing.

- If users have print access enabled on their account, they will also have a "Publish" button. Click Publish, Print and then Yes and then choose your printer. If there are notes associated with this document, you have the option to print these as well.
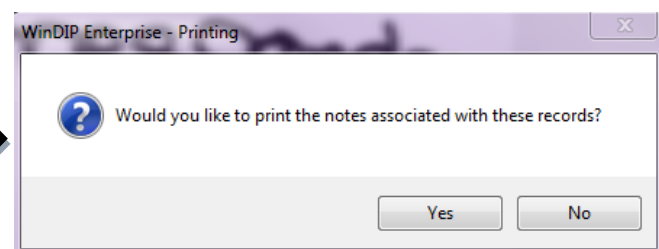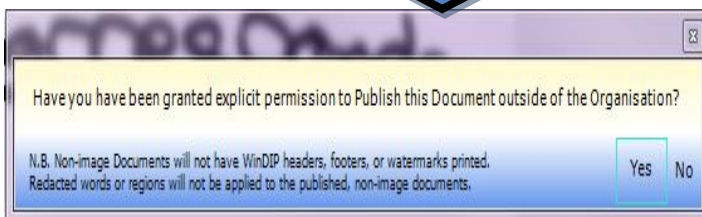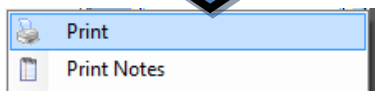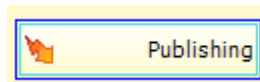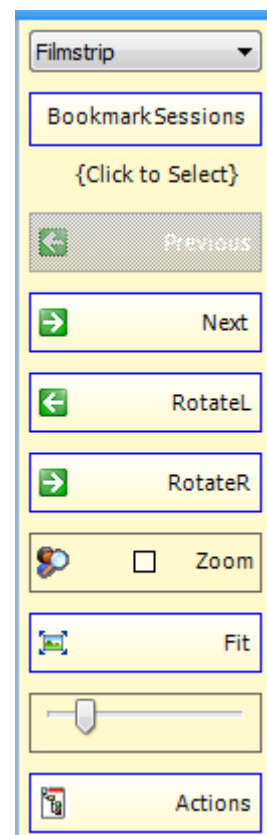
13. To exit the document you are in, click on the X button near the top right hand corner of the screen. This will take you back to the main document page.
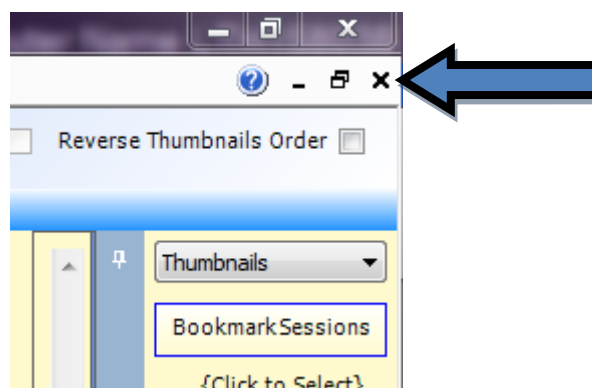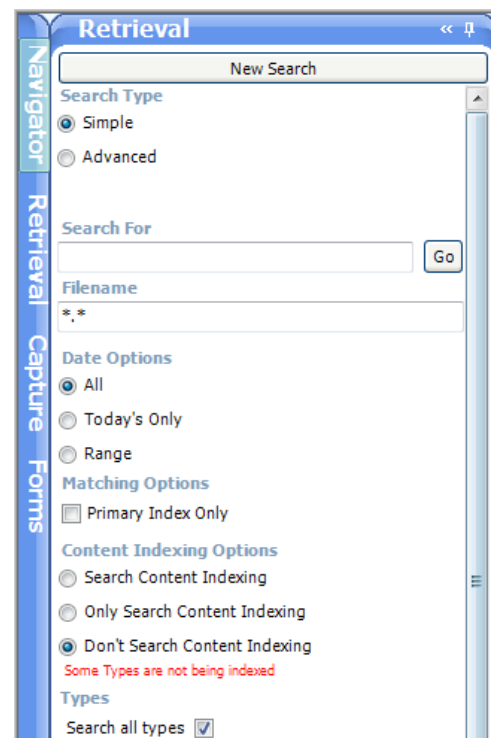
Procedure (e-WinDIP)

WinDIP Enterprise found via **Start** > **All Programs** > **WinDIP** > **e-WinDIP logon**

1. Launch e-WinDIP viewer and enter your Username and Password.

2. The Retrieval screen will open. If it doesn't, double click on "Retrieve Information". To search for a patient record, enter an identifier into the "Search For" field. You can use the **Casenote number, NHS number or PAS number**. Once entered, press enter on your keyboard.

- For A&E patients you can also search the **A&E attendance number.**

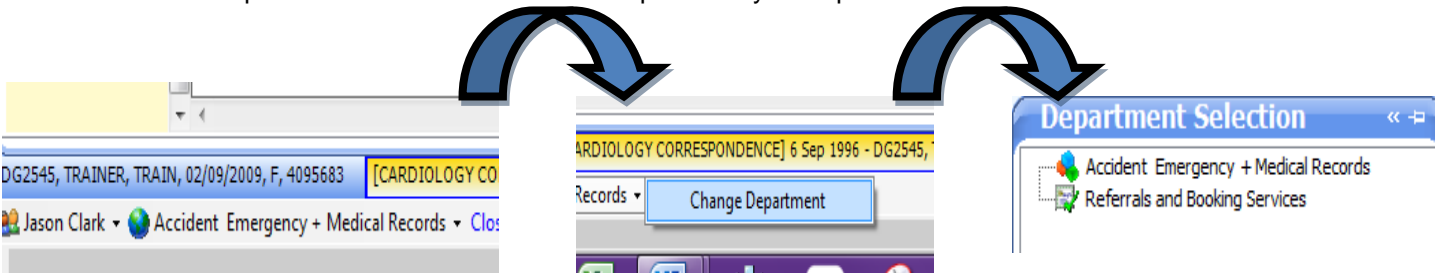3. Ensure that you are in the correct department. If you want to view Medical Records or A+E attendance cards, you should be in the "Accident Emergency + Medical Records" department. If you have referrals access and want to view referral letters, you should be in the "Referral and Bookings Services" department. To change department, left click on the current department in the bottom left hand corner of the screen. A new screen will appear with the available departments. Double click on the department you require
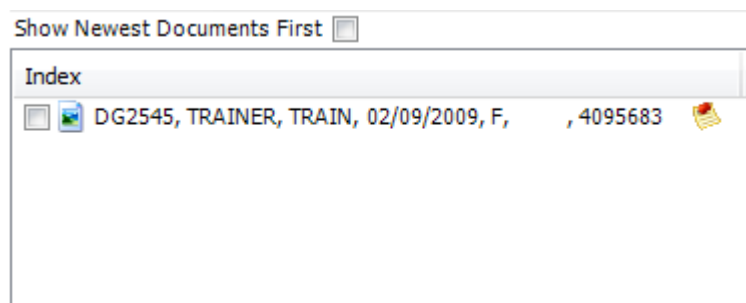

4. If there is a matching patient record held in WinDIP it will open a new screen with the patient record entries. There may be more than one entry returned depending upon the size of the original Casenote or if multiple documents have been scanned for this patient under different information types. The entries are dated along the top by date they were scanned into the system.
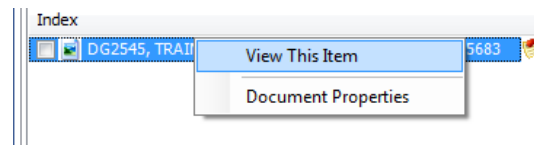

5. If the Casenote has been scanned in sections, click on the section you wish to view. If there are multiple documents held in the section the icon will appear as a multi-page icon instead of a single.
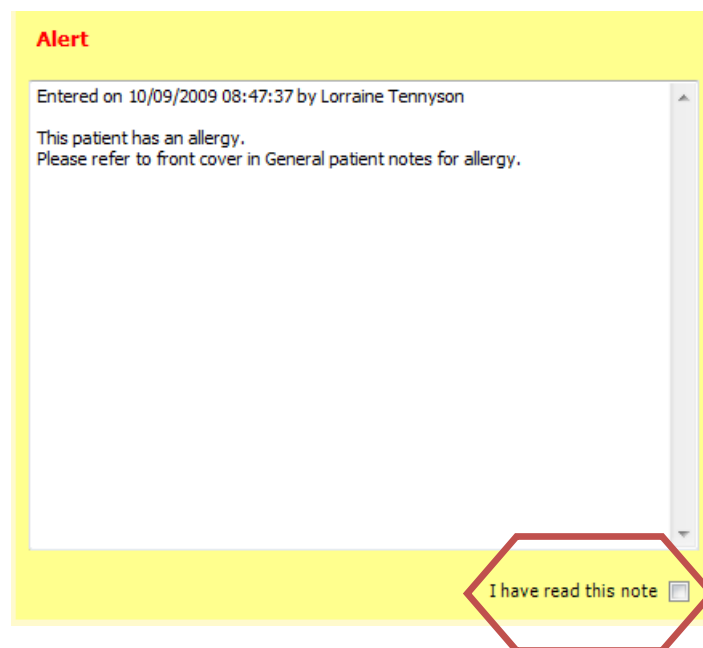

6. Once you have clicked on the section you wish to view, the document(s) held in this section for this date will appear at the bottom of the screen.
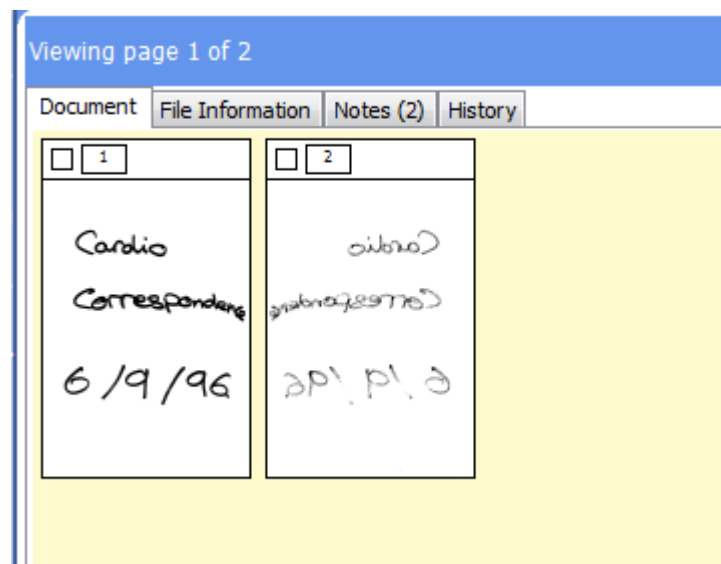
7. To open the record you wish to view, right click on the document and then click "View this item"

8. If the patient has any relevant patient alerts - **Blood Transfusion, Alerts/Allergies** they may be displayed on the 'Notes' screen, you will need to click in the 'I have read this note' box to confirm that you have noted the information before you are able to continue. Casenotes historically archived and those scanned by the Bureau will have any alerts displayed on the front cover of the Casenote. The front cover is found in the "General Patient Notes" section.

Alert

Entered on 10/09/2009 08:47:37 by Lorraine Tennyson

This patient has an allergy.
Please refer to front cover in General patient notes for allergy.

I have read this note ☐

9. If the Casenote does not contain anything on the 'Notes' screen, the Casenote contents will be displayed automatically. The number of pages contained in the Casenote is displayed at the top left hand side of the screen. **Note: some pages will be blank as the scanner produces a separate image for both sides of the paper; this is for compliance with IG rulings.**

Viewing page 1 of 2

Document | File Information | Notes (2) | History

Cardio
Correspondence
6/9/96

10. To view an individual page, double click on the page you wish to view. You also have a tool box on the right hand side of the screen with various options for you to use.

- You can change the view that you are in and choose from Single Page, Double Page, Filmstrip and Thumbnails. In Filmstrip and Thumbnail you can use the "Thumb" button located between the "Fit to Height" and "Actions" button to increase or decrease the size of the Thumbnail images.

- You can navigate through the pages in document using the "Next" and "Previous" buttons.

- You can rotate the page either left or right sing the rotate buttons.

- You can zoom in or out of a specific page by clicking the "Zoom" button, and then either left clicking on the page to zoom in, or right clicking to zoom out. To stop the zoom function, click the button again.

- The "Fit to Height" button will fit the full page on the screen for viewing.

- If users have print access enabled on their account, they will also have a "Publish" button. Click Publish, Yes, Print This Item and then choose your printer. If there are notes associated with this document, you have the option to print these as well.

Publishing

Have you been granted explicit permission to Publish this Document outside of the Organisation?

N.B. Non-image Documents will not have WinDIP headers, footers, or watermarks printed. Redacted words or regions will not be applied to the published, non-image documents.

Yes   No

Print This Item
Print Notes for This Item
E-Mail This Item
Open This Item In Native Application

WinDIP Enterprise - Printing

Would you like to print the note(s) associated with this Record?

Yes   No

11. To exit the document you are in, click on the X button near the top right hand corner of the screen. This will take you back to the main document page

Show Hidden Pages

Filmstrip