

Upload Patient Photos to PowerChart

Patient photos can be uploaded to PowerChart by using a variety of applications:

- Email
- TelmedIQ
- PowerChart Touch
- Camera Capture

Outlook Email

To upload patient photos using the Outlook email application:

1. Compose an email to him@childrensmn.org
2. Enter **Photo Upload-HIM** as the subject of the email.
3. Include the following information in the email:
 - Patient’s full name
 - MRN
 - Date the photo(s) taken
 - Photo type selected from the table.

Photo Types (photo types subject to change)	
Abuse Photos	Bleeding Disorder Photos
Accident Photos	Laceration Photos
Confidential Photos	Neurocutaneous Photos
Diab/Endo Photos	Other Photos (include description)
ENT Facial Plastics Surgery Photos	Rash Photos
External Photos	Respiratory Therapy Photos
Genetics Photos	Surgery Photos
Gynecology Photos	Trauma Photos
Hematology/Oncology Photos	Wound Ostomy Care Photos

4. Send the email when all the information has been entered.

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TelmedIQ

To upload patient photos using the TelmedIQ application:

1. Open the TelmedIQ app.
2. Select the Compose Message button in the upper-right corner.
3. In the Send to: field, enter **Photo Upload – HIM** and select the group.
4. Select Message Type and change to **HIM Photos**.
5. Select the **Attach** button and select **Camera** to take a photo.

Note: To prevent PHI being saved to your phone, photos should be taken within the TelmedIQ app rather than storing and selecting photos from the Photo Gallery.

6. Include the following information in the message:
 - Patient's full name
 - MRN
 - Date the photo(s) taken
 - Photo type selected from the list in the table below.

Photo Types (photo types subject to change)	
Abuse Photos	Bleeding Disorder Photos
Accident Photos	Laceration Photos
Confidential Photos	Neurocutaneous Photos
Diab/Endo Photos	Other Photos (include description)
ENT Facial Plastics Surgery Photos	Rash Photos
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Gynecology Photos	Trauma Photos
Hematology/Oncology Photos	Wound Ostomy Care Photos

7. Send message when all the information has been entered.

PowerChart Touch

To upload patient photos using the PowerChart Touch application:

Note: PowerChart Touch is only available to professional staff providers.

1. Open the PowerChart Touch app.
2. Select the patient's chart.
3. Scroll to the **Media Gallery** component.
4. Tap the + button.
5. The camera opens. Take photo with the Shutter button (white circle).
6. To save the photo, tap the green check mark. To reject the photo, tap the red X.
7. Designate a descriptive title for the image under the **Name** tab.
Note: The name should be general for a wide audience i.e., rash, laceration, etc.
8. Select the appropriate **Content Type** folder to store the photo.
9. Tap **Save**.
10. The photo will now be saved to the patient's chart and will be stored in the Media Gallery component.

Note: The photo will not be saved to your personal photos on your device.

Camera Capture

To upload patient photos using the Camera Capture application:

Note: Camera Capture is only available to professional staff providers.

1. Open the Camera Capture app.
2. Select the patient's chart.
3. The camera opens. Take photo with the Shutter button (white circle).
4. To save the photo, tap the green check mark. To reject the photo, tap the red X.
5. Designate a descriptive title for the image under the **Name** tab.
Note: The name should be general for a wide audience i.e., rash, laceration, etc.
6. Select the appropriate **Content Type** folder to store the photo.
7. Tap **Save**.
8. The photo will now be saved to the patient's chart and will be stored in the Media Gallery component.

Note: The photo will not be saved to your personal photos on your device.