

# STEPS TO IMPORT MYADHDPORTAL DOCUMENTS INTO EPIC EMR

## 1. From myADHD portal, choose “export pdf” and save file in designated drive

The screenshot shows the myADHDportal website interface. The browser title is "Assessment Report - myADHDportal.com - Windows Internet Explorer provided by Nationwide Children's Hospital". The URL is "https://www.myadhdportal.com/securereports/Assessment.aspx?id=3dbe57ac-1ec0-4759-9145-c8ca0ab2ae79". The page displays the patient's name "Demo, Jennifer" and her demographic information: Gender: Female, Date of Birth: 3/1/2000, Age: 10, Grade Level: 4. The "ASSESSMENT REPORT" tab is selected, showing the report title "ADHD Assessment Report" and the date "Date of Report: 12/28/2010". A "Print" and "Export" button is visible. A "Save As" dialog box is open, showing the file being saved to the "Behavioral Health" folder. The file name is "Demo\_ADHD\_Report\_12.28.10.pdf" and the save as type is "Adobe Acrobat Document".

My Patients ▶

Gender: Female, Date of Birth: 3/1/2000, Age: 10, Grade Level: 4, [Edit Patient Info](#)

[PATIENT RECORD](#) **[ASSESSMENT REPORT](#)** [TREATMENT REPORT](#)

**ADHD Assessment Report** [Print](#) [Export](#)

Date of Report: 12/28/2010

This report is currently not viewable by the patient's parent/guardian. [Share this report](#)

IMPORTANT: This report contains information about your child's behavior problems. It cannot be used in isolation to establish a diagnosis about the child.

DSM-IV ADHD Symptoms Endorsed on the VAS

Inattentive Type		
D. DEMO SCIENCE		
Parent	Teacher	Symptom
x	x	Difficulty sustaining attention
x	x	Difficulty following through on tasks
	x	Not seeming to be listening
x	x	Easily distracted
x	x	Inattention to details/making careless mistakes
	x	Absent-minded or forgetful
x	x	Losing things
x	x	Disorganization
x	x	Avoiding tasks of sustained attention
		Interrupting or intruding on others

2. From Epic, choose “Media Manager” from the Patient Care drop down menu” (Note: May need to get permissions to use this from EPIC tech support at your office)

The screenshot shows the Epic Hyperspace interface for a patient named Rebecca Baum in the Behavioral Medicine and Consultation Clinic. The 'Patient Care' dropdown menu is open, and 'Media Manager' is highlighted. The main window displays a patient record for a 15-year-old male patient with a reason for visit of 'LETHARGIC'. The interface includes a navigation bar with various tools like 'Chart', 'Orders', and 'SmartSets', and a table of patient encounters.

Time	Patient Name	CSN	Reason for Visit	New PT?	Status/Loc	Chart Status	Provider	Dept.	Interp?	Language(s)
	Test For Scm, Fifteen Yr Male	603793208	LETHARGIC		Closed	Closed	Baum, Rebecca, BHAV MD			

### 3. Click on “import” and choose the appropriate file to import

Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Epic Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedback

Test For Scm,Fifteen Yr Male Test For Scm,Fifteen Y...

**Media Manager**

Filters Clear All Filters Import Scan New E-Sig Form Camera Edit View/Play E-Sign Delete Find Patient Ext Result

Import files for Test For Scm,Fifteen Yr Male

Look in: Behavioral Health

- Recent
- Desktop
- My Documents
- My Computer
- My Network Places

- BMCC
- CDC
- DDC

File name:  Open

Files of type: All supported types Cancel

te	Import Date	Import Time	Import User	Import Dept.
	12/28/2010	8:18 AM	Baum, Rebecca	Behavioral Medi
	6/30/2010	11:13 AM	Wadiwala, Mohe	Cardiology Clinic
	6/21/2010	11:36 AM	Wadiwala, Mohe	Cardiology Clinic
	6/21/2010	11:35 AM	Wadiwala, Mohe	Cardiology Clinic
	6/17/2010	3:06 PM	Knox, Rebecca [?	Psychology Mair
	4/30/2010	10:24 AM	Henderson, Gayl	Cardiology Clinic
	4/30/2010	10:18 AM	Henderson, Gayl	Cardiology Clinic
	4/27/2010	3:38 PM	Knox, Rebecca [?	Psychology Mair
	4/19/2010	1:47 PM	Melvin, David [70	Med/Surg Login
	4/19/2010	1:39 PM	Melvin, David [70	Med/Surg Login
	4/19/2010	1:36 PM	Melvin, David [70	Med/Surg Login

4. Click on the appropriate encounter to attach the file

Epic Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedb

Test For Scm, Fifteen Y...

**Media Manager**

Filters Clear All Filters Import Scan New E-Sig Form Camera Edit View/Play E-Sign Delete Find Patient Ext Result

**Test For Scm** Edit File Information

New files will be a

Description	Document Type	File Attached to	Import User	Import Date	Import
Demo_ADHD_Report_12.28.10.pdf		History on 8/9/2010 with B	Baum, Rebe	12/28/2010 8:16 A	Behav

**Attach File To**

Patient Enc... Order... Ext Ord...

Patient: Attach the file to an encounter Encounter: History on 8/9/2010 with Baum, Rebecca, MD

**Document Information**

Description: Demo\_ADHD\_Report\_12.28.10.p

Doc type: [Red Warning Icon]

Effective: [Calendar Icon]

Expires: [Calendar Icon]

Serviced on: [Calendar Icon]

More >>

**Send Import Notification To**

Recipient	Modifier	Add PCP
		Add Recipio

**Image Preview**

You must use the View/Play button or double-click in the grid at

5. See below for a snapshot of how the link appears in the note

Hyperspace - 2000271 - REBECCA BAUM - BEHAVIORAL MEDICINE AND CONSULTATION CLINIC - Production

Epic Change Dept. Patient Care Appts Dept Appts Chart Telephone Call myChart Tools Links ERS Feedback

Test For Scm,Fifteen Y...

Test For Scm, Fifteen \* MRN: 2045463 Weight: 15.422 kg Allergies: Tacrine Hcl PCP: RICH, DAVID H Code St: None  
 15 yrs/M (DOB: 1/1/95) CSN: Height: 45 cm BMI: Ins: AETNA myChart: Inactive

Report Viewer

Report History 1 View Pane 1 2 View Pane 2 Split Up/Down Split Left/Right Detach Window

1 07/30/2010 603793208

Back

Document on 7/30/2010 by Baum, Rebecca, MD : Demo\_ADHD\_Report\_12.28.10.pdf

**Letters**

Letter Information	Status
<a href="#">FRANCIS, SENITA on 7/30/2010</a>	Open
<a href="#">BAUM, REBECCA on 8/4/2010</a>	Open
<a href="#">FRANCIS, SENITA on 8/5/2010</a>	Open
<a href="#">BAUM, REBECCA on 10/6/2010</a>	Open

**Problem List**

Problem	Noted	Resolved
<b>Abdominal Pain, Unspecified Site Enuresis</b>	7/2/2010 by Anthony Alioto, PHD	No
	6/30/2010 by Lori Tharp	No

Problem List Last Reviewed by:  
FRANCIS, SENITA

Jul 30, 2010 2:08 PM EST