

SystemOne QRG – Scanning in on SystemOne

Introduction


- This user guide has been created to show system functionality not clinical processes and should be used in conjunction with the relevant Standard Operating Procedures (SOP) for your appropriate service
- Any changes will be updated and published online, and staff should be aware that any printed copies of the guide are only correct at the time of printing and should constantly check the online version for updates
- The following support materials are available from these locations:
[Course: Online System Resources \(cpft.nhs.uk\)](http://cpft.nhs.uk)
- When in SystemOne you can press F1 for Help (or choose Help on the Menu at the top of the screen)

Revision History

Revision date	Version	Summary of Changes	Author
09/04/202	1.0	Initial Draft	Megan Moore, Emma Tester

Approvals

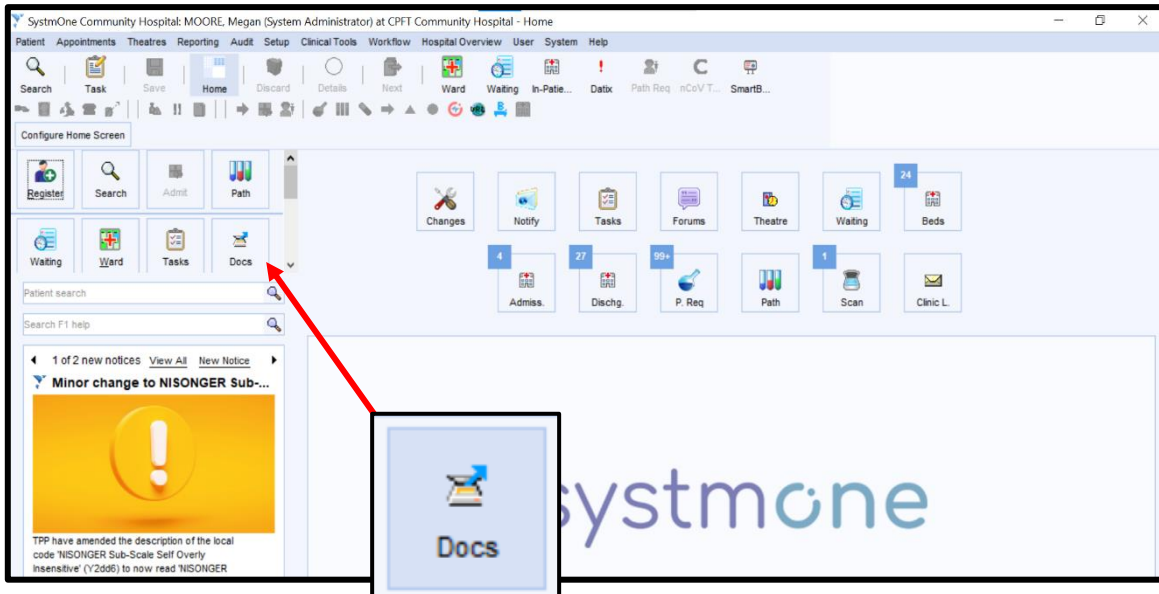
Version 1.0 and above of document requires the following approvals:

Name	Title	Signature	Date	Version
Hakim Elwidai	Clinical Systems Training Manager		15/07/2025	1.0

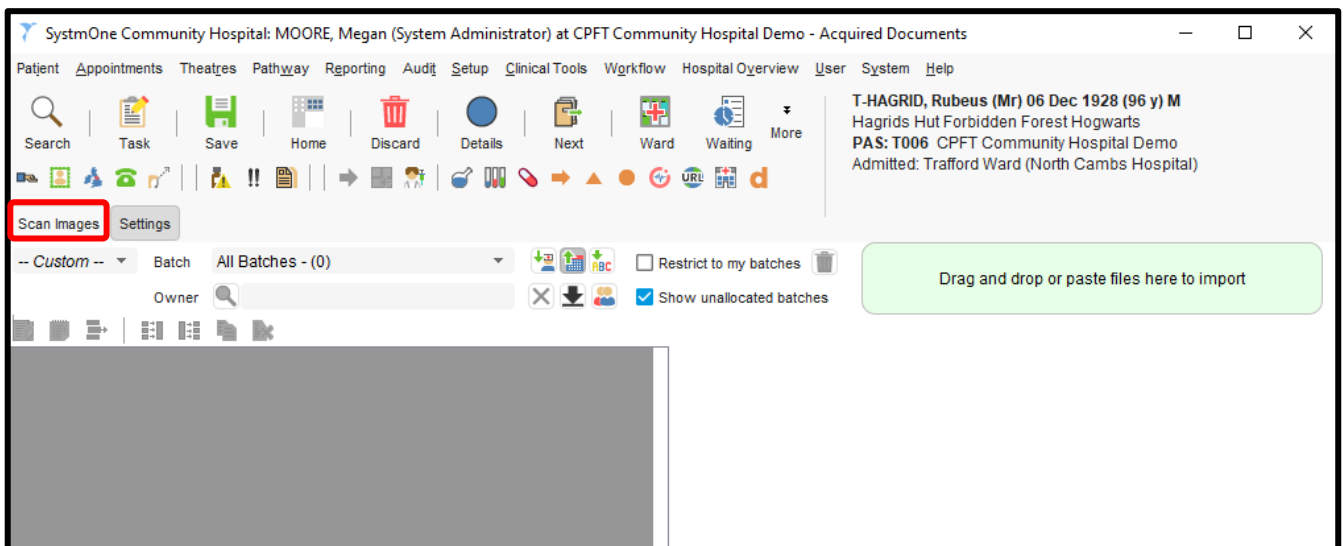
Scanning Documents on SystemOne in Acquired Documents

Follow the steps below to scan and upload documents on to a patient record on SystemOne.

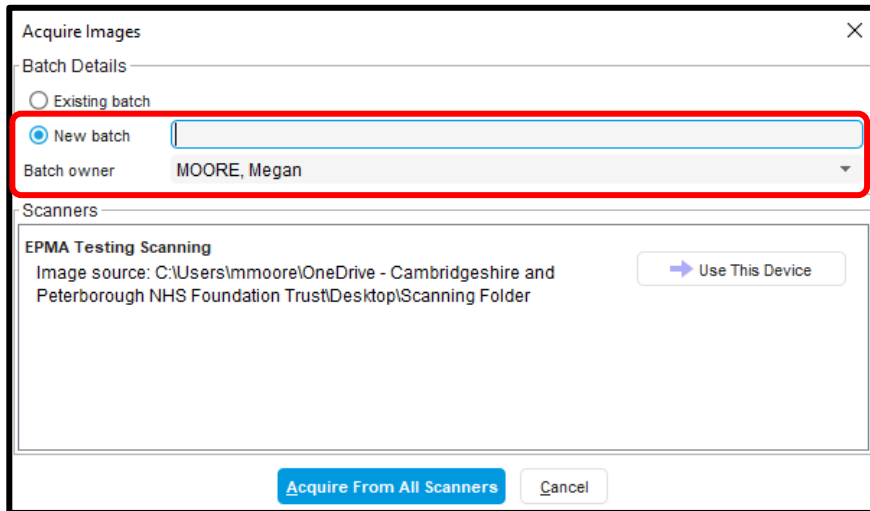
1. Login to SystemOne and open the relevant unit
2. Open Acquired Documents by **clicking** on to the Doc's Icon



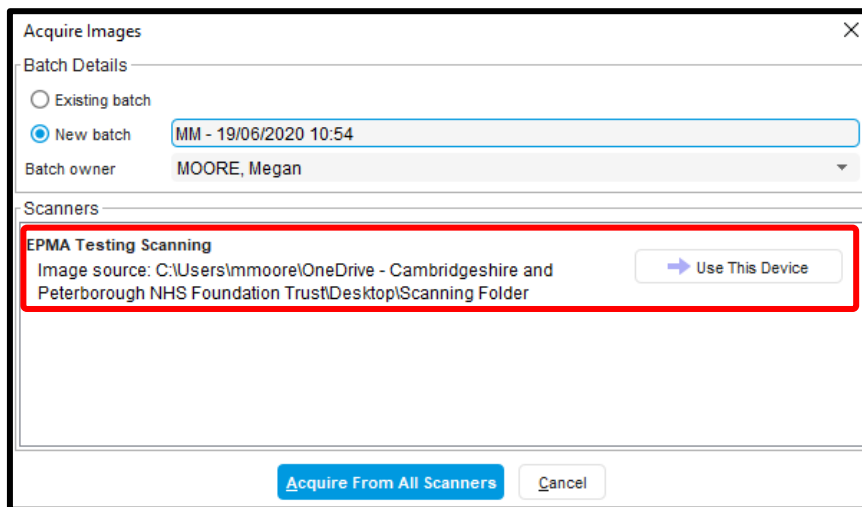
3. Click Scan Images to load your documents from your scanning folder.



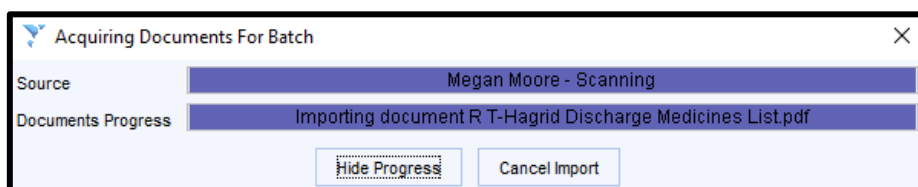
- Under New Batch **Enter** the batch name for the scanned documents. This can be left blank and it will default to your initials and current date and time. The Batch owner will default to your name.



- If more than one scanning folder is set up, they will appear below. **Select** your scanning folder by **clicking** Use this device.

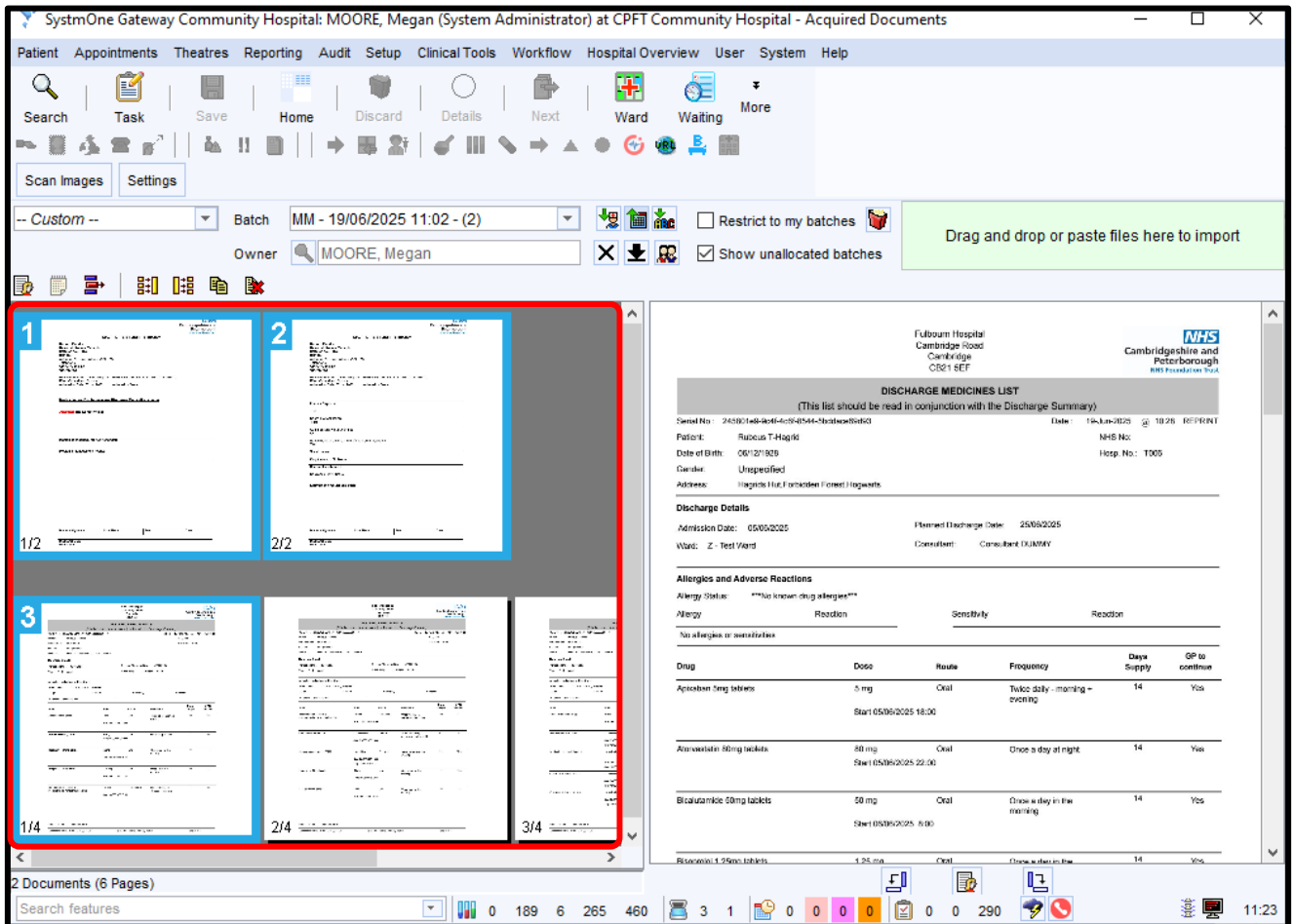


The pop up below will appear to show the progress of the documents being imported from the scanning folder.

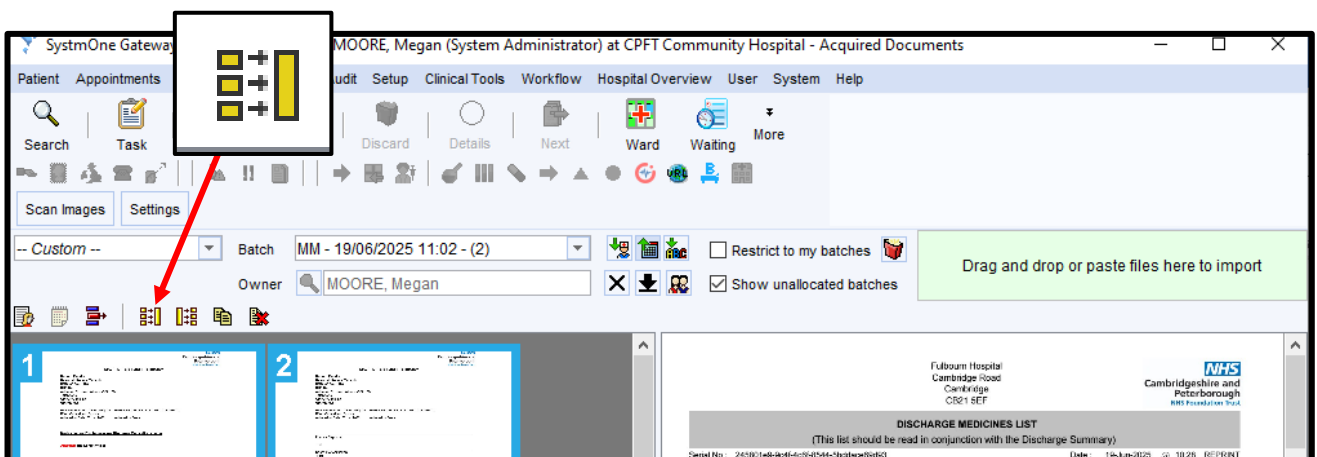


After importing, the documents will be displayed in the Acquired Documents section. Multi-page documents will be shown with pages arranged side by side. When multiple documents are imported, each will be listed on a separate line below the previous one.

- If you want to merge multiple documents so they upload as a single file, hold down the Ctrl key and click to select each document page or **click** Ctrl and letter A to select all. Make sure to select the pages in the exact order you want them to appear in the merged document.

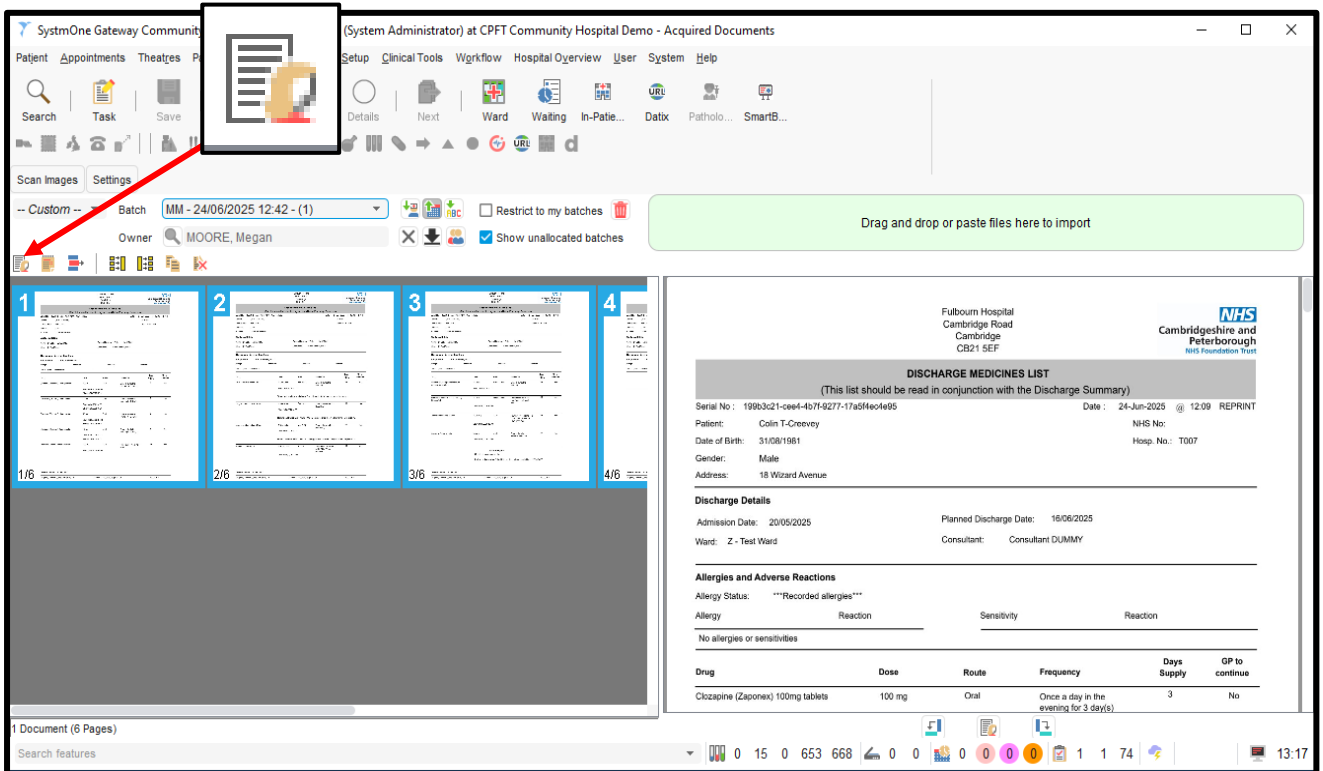


- Then **click** the merge icon

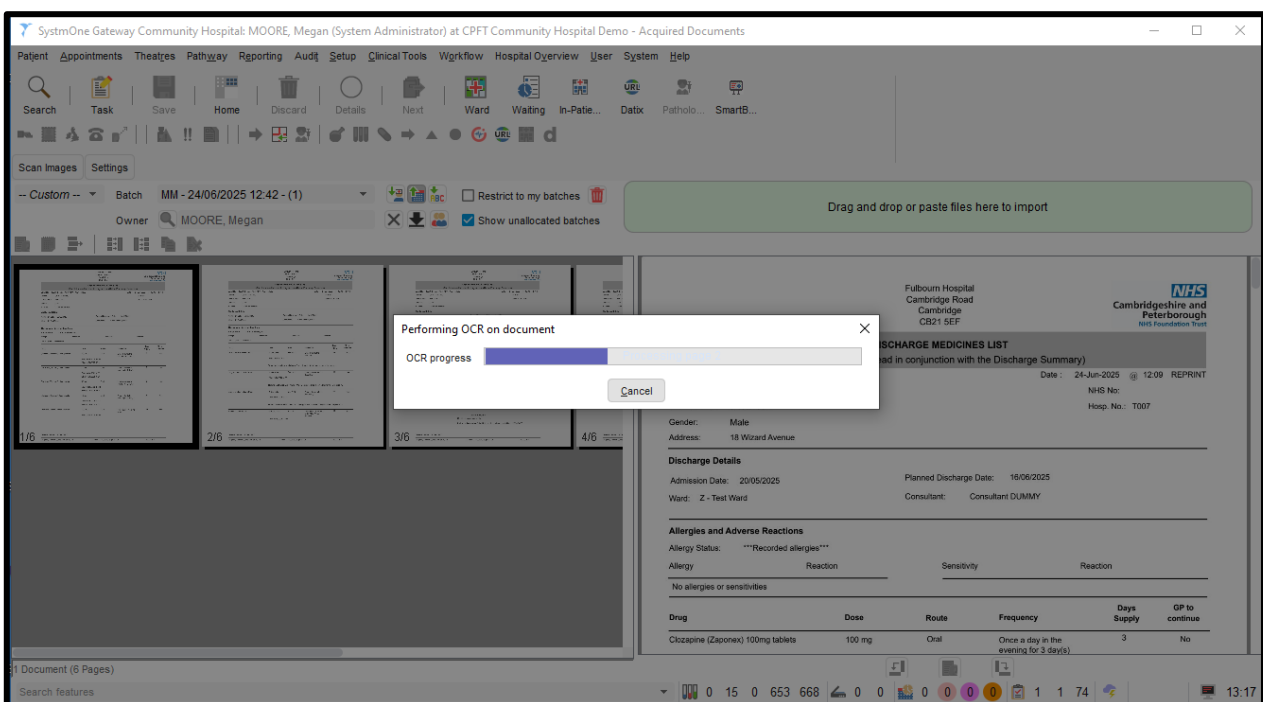


Processing Scanned Documents, uploading to patient Records

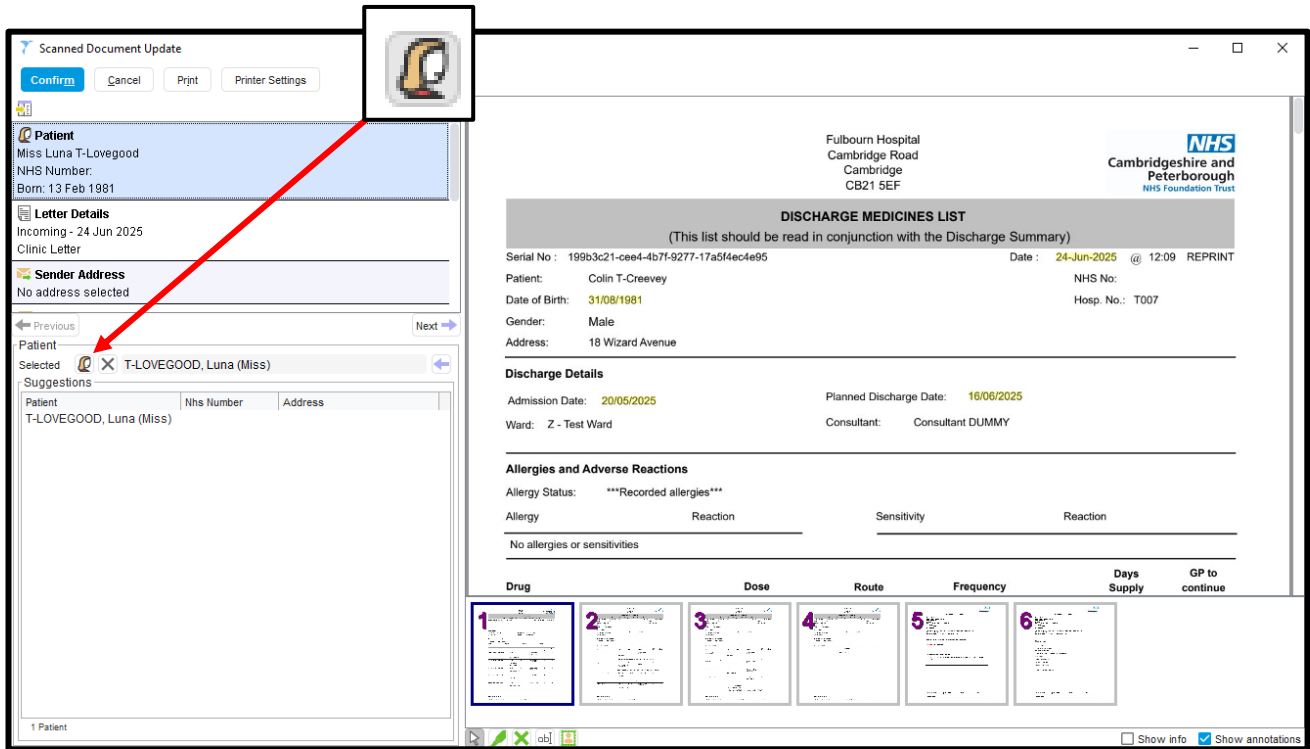
1. To add documents to the patient record, **select** the documents you wish to add and **click** on the icon to process the document.



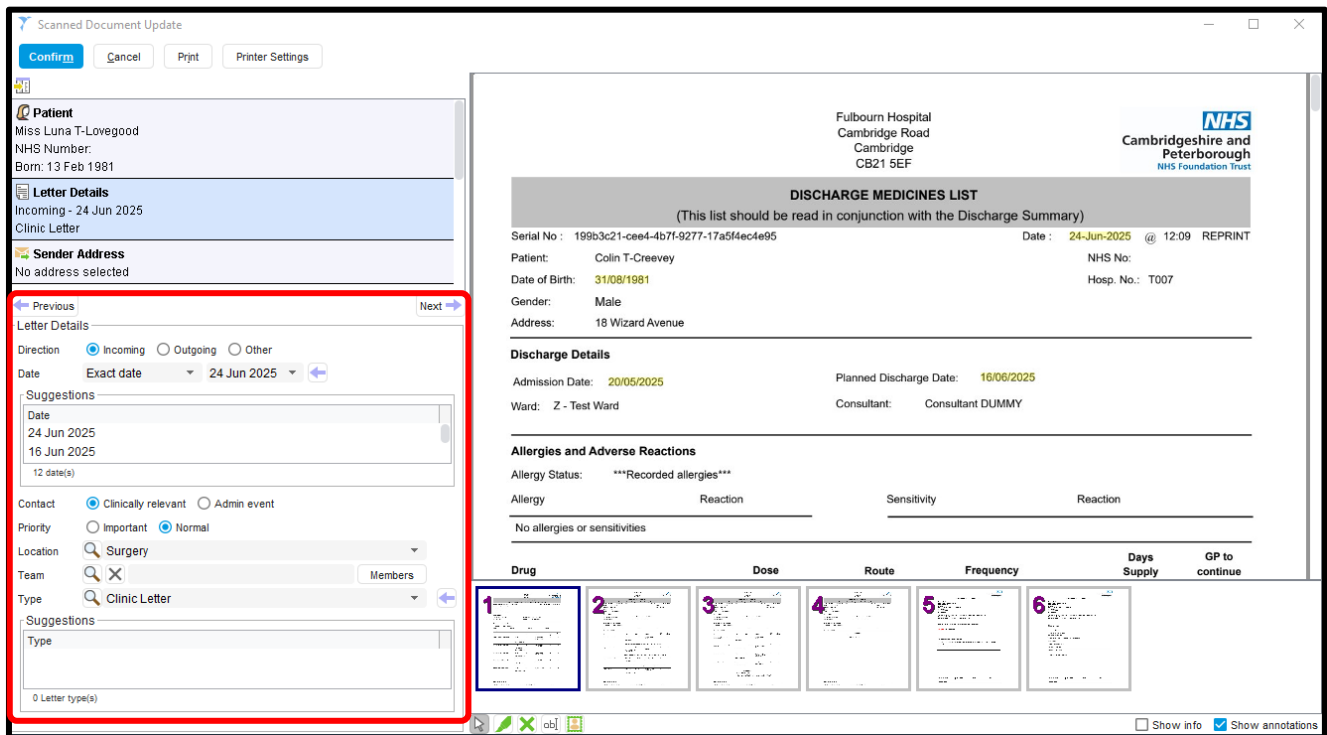
The System will use OCR to read the document to pull through any Patient identifying information



2. The Patient details identified will be added to the information boxes on the left. If the patient have not been identified click on the patient icon to search for them.



3. Click on Letter details to check and confirm the details i.e. Type



- Work through the rest of the boxes on the left to complete any information needed e.g. sender & recipient
- Once all the information has been completed, **click** on confirm in the top left

Scanned Document Update

Confirm Cancel Print Printer Settings

Letter Details
 Incoming - 24 Jun 2025
 Clinic Letter

Sender Address
 CPFT Community Hospital Demo
 Elizabeth House, Fulbourn Hospital, Fulbourn CB21 5EF

Recipient Address
 Consultant Dummy
 CPFT Community Hospital Demo
 Elizabeth House, Fulbourn Hospital, Fulbourn CB21 5EF

← Previous Next →

Sender Address

Person name
 Organisation CPFT Community Hospital Demo
 House name Elizabeth House
 Road Fulbourn Hospital
 Locality
 Town Fulbourn
 County Cambridgeshire
 Postcode CB21 5EF Find Add Map

Suggestions
 Address

Fulbourn Hospital
 Cambridge Road
 Cambridge
 CB21 5EF

NHS
 Cambridgeshire and Peterborough
 NHS Foundation Trust

DISCHARGE MEDICINES LIST
 (This list should be read in conjunction with the Discharge Summary)

Serial No: 199b3c21-cee4-4b7f-9277-17a5f4ec4e95 Date: 24-Jun-2025 @ 12:09 REPRINT
 Patient: Colin T-Creevey NHS No:
 Date of Birth: 31/08/1981 Hosp. No.: T007
 Gender: Male
 Address: 18 Wizard Avenue

Discharge Details
 Admission Date: 20/05/2025 Planned Discharge Date: 16/06/2025
 Ward: Z - Test Ward Consultant: Consultant DUMMY

Allergies and Adverse Reactions
 Allergy Status: ***Recorded allergies***
 Allergy Reaction Sensitivity Reaction
 No allergies or sensitivities

Drug	Dose	Route	Frequency	Days Supply	GP to continue
1					
2					
3					
4					
5					
6					

Show info Show annotations

Hint: You can use these buttons to autofill patient details or this organisation details

- The Scan Action screen will display, **Select** Complete and **click** Ok at the top to continue.

Scanned Document Update

Ok Cancel Send Task Add to eWorkflow Print Printer Settings

T-LOVEGOOD, Luna (Miss) Born 13-Feb-1981 (44y) Gender Female NHS No. Unknown

Address Lovegood House Ottery St Catchpole Phone and email Unknown

Scan Action
 File to patient record

Document Summary
 Location: Surgery
 Letter Type: Clinic Letter
 Date: 24 Jun 2025
 Sender: CPFT Community Hospital Demo
 Recipient: Consultant Dummy, CPFT Community Hospital Demo

Visibility

← Previous Next →

Scan Action
 Complete Later Forward Complete
 Send an SMS message to the patient

Fulbourn Hospital
 Cambridge Road
 Cambridge
 CB21 5EF

NHS
 Cambridgeshire and Peterborough
 NHS Foundation Trust

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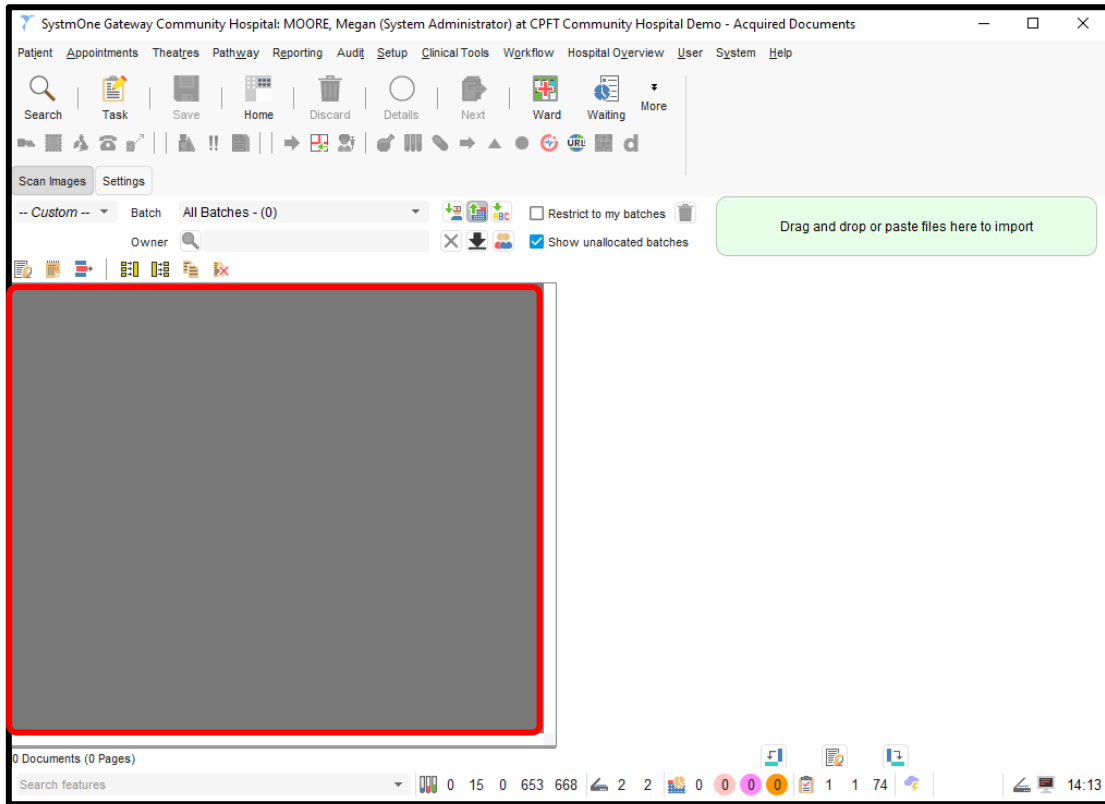
Discharge Details
 Admission Date: 20/05/2025 Planned Discharge Date: 16/06/2025
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Allergies and Adverse Reactions
 Allergy Status: ***Recorded allergies***
 Allergy Reaction Sensitivity Reaction

Drug	Dose	Route	Frequency	Days Supply	GP to continue
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2					
3					
4					
5					
6					

Show info Show annotations

You will then be returned to the Acquired docs pages, which will now appear blank and saved documents will have been removed from your scanning folder.



The document will be added to the patient's communication and letters

