

CREATE A PDF DOCUMENT TO ATTACH AS SUPPORTING DOCUMENTATION IN eCLAIMS

eCLAIMS:

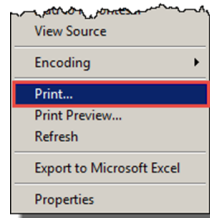
- eClaims is the component in OPIS through which PMH patients are enrolled in the New Drug Funding Program
- Some enrollments will require the physician to attach supporting documentation (e.g. pathology reports, pathology related clinic notes, MUGA scans, etc.)

IF YOU HAVE A PDF FILE CONVERTER INSTALLED ON YOUR COMPUTER:

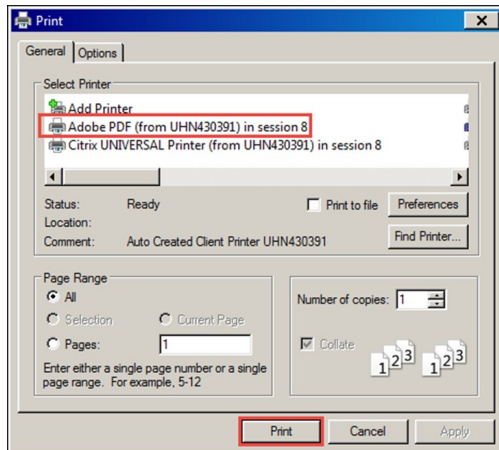
1. Within EPR, select the **Report Query** option for the supporting document (e.g. pathology report)

(Y) Report Query

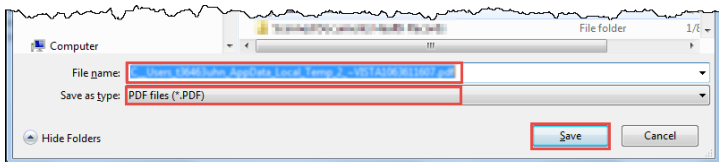
2. Right click and select **Print**



3. In the Print window, select the **Adobe PDF printer** and then select **Print**



4. Name and Save the file:
 - i. Select the appropriate **location** to save the file (e.g. a secure network drive)
 - ii. Enter an appropriate **file name**
 - iii. Select **PDF File** in the "Save as type" field
 - iv. Select **Save**

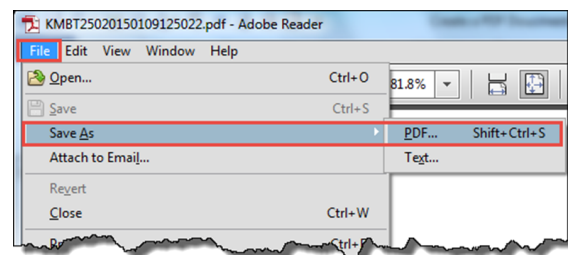


5. Remember the file location for uploading later in eClaims

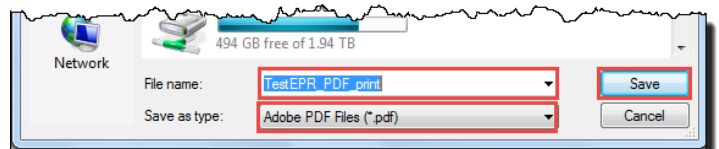
PRINT AND SCAN USING A UHN PHOTOCOPIER SCAN TO EMAIL OPTION:

Note: your email ID must be set up on the photocopier by a local administrator in advance of using this feature

1. Print the supporting document from EPR
2. On the UHN photocopier control panel options select the **Fax/Scan** button
3. Find and select your name from the **One-Touch - Index list**
4. Insert your document in the document feeder
5. Press the **Start** button on the copier to begin scanning the document. It will be emailed to you as a PDF document. **Note:** Don't forget to retrieve your original document from the copier
6. From your email, open the PDF document. **Note:** email subject will be "[Image File]< one-touch name>,<machine name>,<number>" where the <one-touch> name will be your name
7. In the Adobe Reader window, select the **File** menu, select **Save AS > PDF**



8. Name and Save the file:
 - i. Select the appropriate **location** to save the file (e.g. secure network drive)
 - ii. Enter an appropriate **file name**
 - iii. Ensure **PDF File** appears in the "Save as type" field
 - iv. Select **Save**



9. Remember the file location for uploading later in eClaims