

From the Office of Clinical Informatics **Cerner Millennium Correcting MultiMedia Manager** December 27, 2022

When an image is uploaded in error and needs to be moved, the correct workflow needs to be followed to ensure that the image isn't in the incorrect chart or location. The workflow described demonstrates how to export images and import them back into MultiMedia Manager.

Exporting Images

- **STEP 1**: Navigate to PowerChart.
- **STEP 2**: Search for patient.
- **STEP 3**: Click to select patient from top portion of search window.
- STEP 4: Click to select the correct encounter from the bottom portion of search window and click **OK**.
- STEP 5: Select the appropriate relationship to enter the chart and click OK.
- STEP 6: Navigate to the MultiMedia Manager in the Menu.
- Locate and select the image to be **STEP 7**: moved.

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PerfLogs Program Files

Program Files (x86)

- If you need to move multiple images you can select several at a time by selecting the first NOTE: image and hold the Shift key and click the last image to select all or hold the Ctrl key and individually choose the images desired.
- Select **Export** in the top left. **STEP 8**:
- **STEP 9**: In the following screen navigate to Network, Client\, C\$, Users, select your username, select OneDrive - Northern Light Health, then Documents.
 - Name the file(s) and **Save**.

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Select **Inactivate O Inactivate** in the top left to remove the selected image(s) you have exported. **STEP 10:**

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Importing Images

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NOTE: You can also move an image from one chart to another by following the instructions above. Be sure to search for the correct patient and encounter prior to importing the image.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.