

From the Office of Health Informatics MultiMedia Manager Corrections Importing/Exporting Images

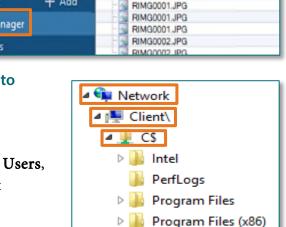
March 19, 2025

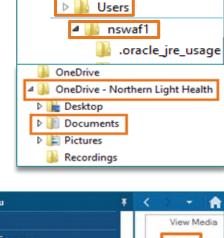
When an image is uploaded to Oracle Health (Cerner) in error, it will need to be moved to the correct chart or location. Image location can be corrected by exporting image(s) to OneDrive and then importing image(s) back into MultiMedia Manager.

Exporting Images

- **<u>STEP 1</u>**: Navigate to the correct encounter in the patient's chart.
- **<u>STEP 2</u>**: Go to **MultiMedia Manager** in the Menu.
- **<u>STEP 3</u>**: Locate and select the image to be moved.
- NOTE: If multiple images need to be moved, select the first image, hold the Shift key, and click the last image to select all. Hold the Ctrl key to individually select image.
- **<u>STEP 4</u>**: Select **Export** in the top left.
- STEP 5: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**.

Save As					
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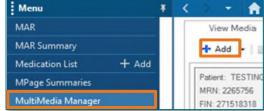
TEST

<u>STEP 6</u>: Select **Inactivate Inactivate** in the top left to remove the selected image(s) that were exported.

Importing Images

<u>STEP 1</u>: Navigate to **MultiMedia Manager** in the Menu.

STEP 2: Select Add.





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<u>STEP 3</u> :	Select Browse.	D Open
<u>STEP 4</u> :	Navigate to Network ,	(€) (⇒) ▼ ↑ (↓) Network > Client > C\$ > Users > nswaf1 > Documents ∨ (²) Search Documents ∧ Org/more · · · · · · · · · · · · · · · · · · ·
	Client C\$, Users, select your username, select OneDrive-Northern Light Health, then Documents.	Image Name Date modified Type Size Image Date modified Type Size Image 12/10/2020 08:46 JPEG image 2,882 KB
<u>STEP 5</u> :	Select the image(s) to upload. More than one can be selected at a time.	File name: image All V Open Cancel
<u>STEP 6</u> :	Select Open .	New Media 🔯 View Media
<u>STEP 7</u> :	Choose the Content Type from the dropdown on the right.	Origination Look in: [\ClientlCSUJsersly]
<u>STEP 8</u> :	Move images from the left (origination) to the right (destination) using the arrow in the center.	Service Date: Commit Reset Close
<u>STEP 9</u> :	Select Commit.	
<u>STEP 10</u> :	Delete the image(s) from docum	ients.

NOTE: An image can also be moved 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 Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.