

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

**STEP 1:** Navigate to the correct encounter in the patient's chart.

**STEP 2:** Go to **MultiMedia Manager** in the Menu.

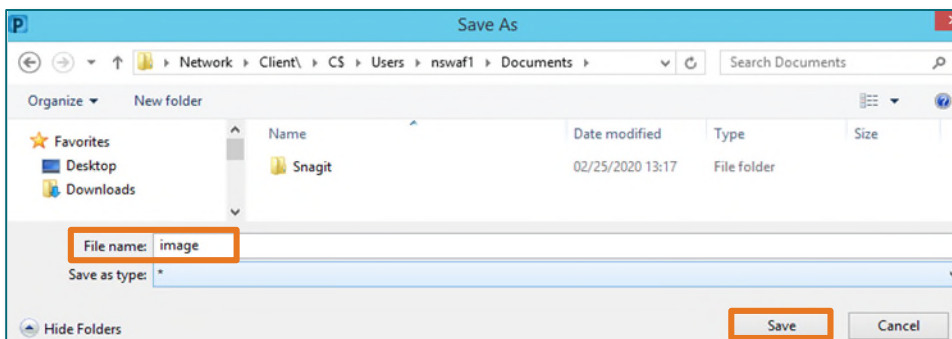
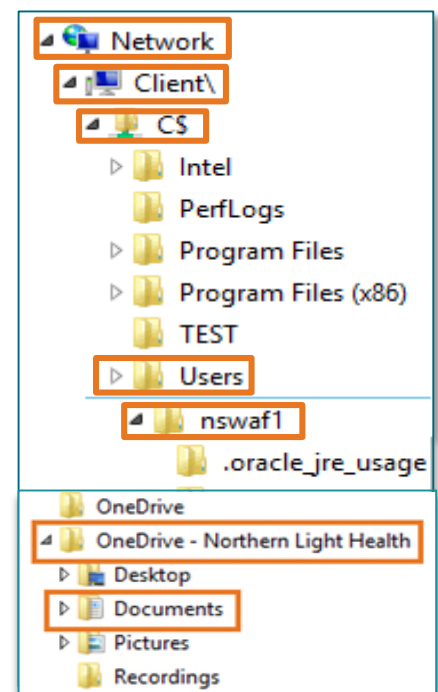
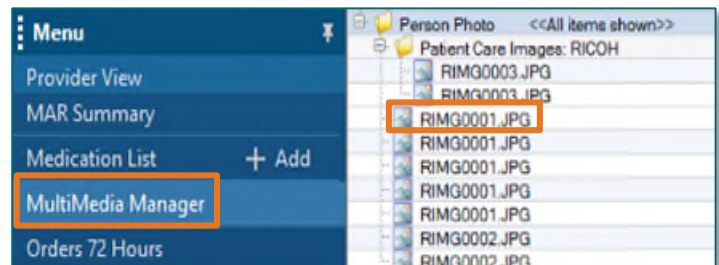
**STEP 3:** Locate and select the image to be moved.

**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.

**STEP 4:** 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**.

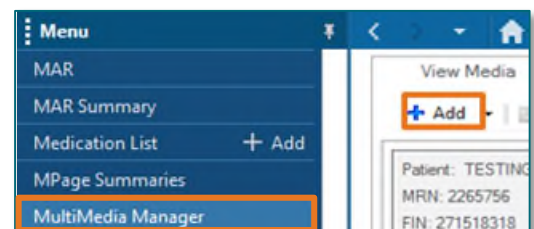


**STEP 6:** Select **Inactivate**  in the top left to remove the selected image(s) that were exported.

## Importing Images

**STEP 1:** Navigate to **MultiMedia Manager** in the Menu.

**STEP 2:** Select **Add**.



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MultiMedia Manager Corrections – Importing/Exporting Images  
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**STEP 3:** Select **Browse**.

**STEP 4:** Navigate to **Network**, **Client\**, **C\$**, **Users**, select your **username**, select **OneDrive-Northern Light Health**, then **Documents**.

**STEP 5:** Select the image(s) to upload. More than one can be selected at a time.

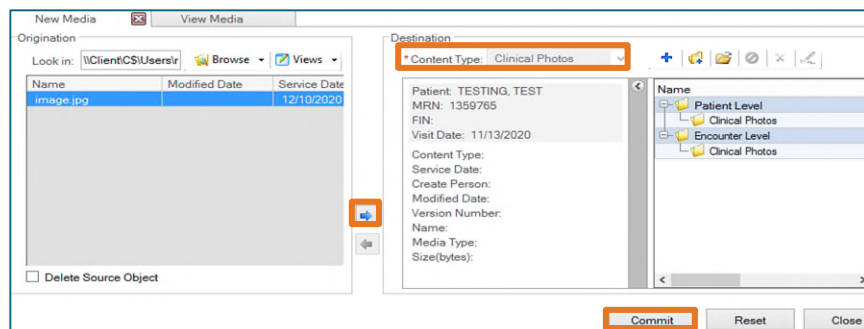
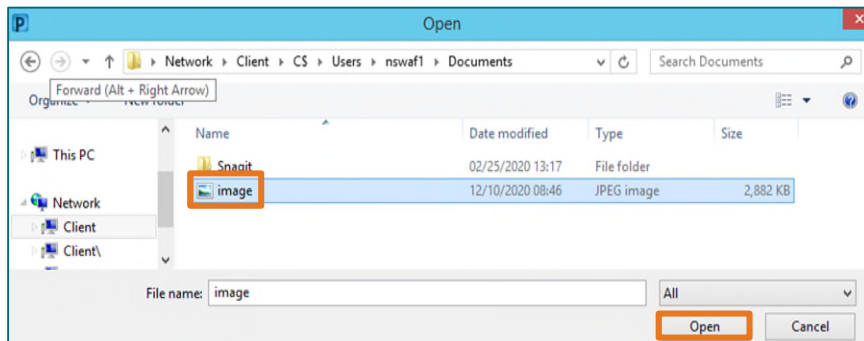
**STEP 6:** Select **Open**.

**STEP 7:** Choose the **Content Type** from the dropdown on the right.

**STEP 8:** Move images from the left (**origination**) to the right (**destination**) using the arrow in the center.

**STEP 9:** Select **Commit**.

**STEP 10:** Delete the image(s) from documents.



**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.