



Steps for Use:

1. Press Power button



2. Insert documents:
Top Down
Face Down



3. Log In to AFHCANcart

Username

Password

Exit **Login**

4. Select the Patient button



5. Search for the patient

Search for a Patient

** You can search with just a few letters*

Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth (mm/dd/yyyy)	<input type="text"/>
Primary HR#	<input type="text"/>
SSN	<input type="text"/>

Search **Back**

6. After searching:

Choose either **Select** or **Add New** to create a case for the patient

7. Verify patient name

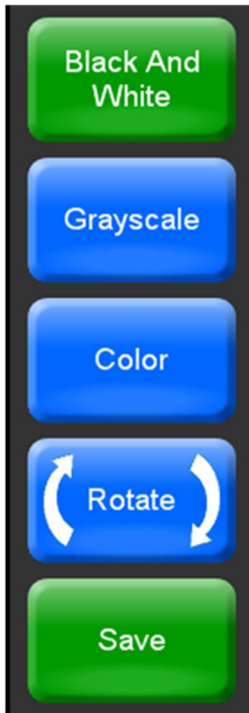
AFHCAN CART Patient: Castle, Chris (64 yrs, M)

Case #: Med North-E-8 User: JennyPerker **Add To Case**

Site: Med North Cart One

AFHCANcart 8.0 Med North Working On-Line 0 Cases in Transit [About](#)

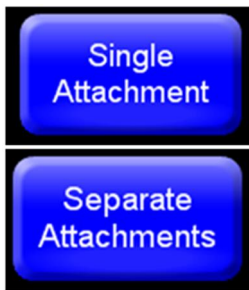
Buttons Explained:



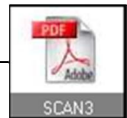
Press Black & White, Grayscale or Color buttons to scan documents. Grayscale & Color are higher quality.

Rotate scans before saving

Save scans to the case



Single Attachment- Combines multiple pages into one attachment



Separate Attachment- Saves each page as it's own pdf.



To Save:



Label



Click on attachments to check scan quality. Rescan in Grayscale or Color if poor or unreadable.

