Email the cell phone Image to your Penn Global email address.

Step-by-step process to add .jpeg files to your Epic Progress Note:

**Copy the jpeg image to your desktop PC:**

![Sunset.JPG](Image)

**Double-click on the jpeg image & Click the “floppy disc icon”:**

![Copy To (Ctrl+S)](Image)

**At the Save in: prompt select EPICSARED$ on UPHSfp12 (M:) “M:drive”**

![Save in: M:drive](Image)

**Select Consults Folder (or Epic Files folder):**
Click Open:

File name: Sunset
Save as type: JPEG
Open
Cancel

File is Saved!!!

Next - add the image to Epic Progress Note!

Open Office Visit Encounter where you want to save the image & go to Progress note Activity:

Click Images on the Header:
Next to the +Add button Select the Landscape Button:

Click on Browse:

Go to M:drive:
Click on Consults (or Epic Files) Folder & Locate Selected Image:

After you find the Image Click Open:

Click Insert:

Image Will Appear: ***click the magnifying + or – to ZOOM*****
Click Close Activity:

In the Progress Note Activity you can begin to type your note:

To Pull In Jpeg Image type the following Smartphrase: \*.images

Click Enter and image will appear:
You can also continue to document:
Close Encounter!

****Please remember the M:drive is a Shared Resource—please delete the image from the M:drive