

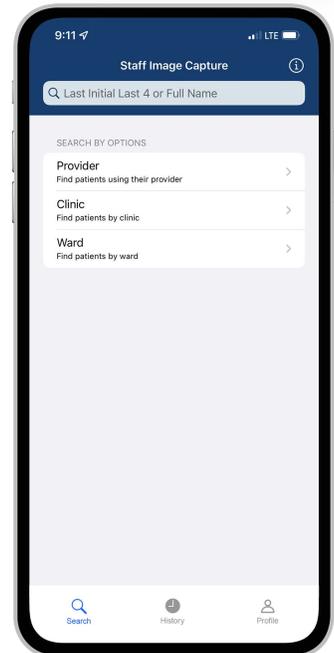
# Staff Image Capture At A Glance



## What is Staff Image Capture?

The Staff Image Capture app allows VA clinicians to capture clinical images using their VA-issued iPhone or iPad and upload them to VistA Imaging. Images are then attached to a Progress Note in the Veteran's Electronic Health Record (EHR). To use Staff Image Capture, you must follow the requirements below:

- Have a VA-issued iPhone or iPad with a secure connection (VA Wi-Fi or Cisco AnyConnect)
- GFE Mobile Access – if using Cisco AnyConnect outside of VA Wi-Fi  
**Resource:** <https://raportal.vpn.va.gov/Main1/GFEMobileUserGuide.aspx>
- PIV-D credentials on your device  
**Resource:** <https://vaww.telehealth.va.gov/resources/piv-d/index.asp>
- The following VistA Menu/Key (typically assigned to all clinical staff, but can be requested via your local ADPAC, if needed). If a user can log into and access CPRS and VistA imaging, you have the appropriate access for using Staff Image Capture.
  - **Menu**
    - MAG Windows
  - **Key:**
    - 885 MAGDISP CLIN



## Searching for Patients

The home screen includes several ways to search for a patient in the app. Use the search bar at the top of the screen to search for a patient using their full name or their last initial and the last four digits of their Social Security Number. You can also choose from one of the following search categories:

- **Search History** — Find patients using your recent searches.
- **Provider** — Find patients using their provider.
- **Clinic** — Find patients by clinic.
- **Ward** — Find patients by ward.

Tap any of the search categories to see a list of results. You can use the search bar at the top of the screen for each category to filter results.

When you find the patient you are looking for, tap their name to view patient information, including any images already on file.



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## Capturing Images

Once the patient has been selected, tap **Capture Image(s)**. A pop-up box will appear asking you to confirm that the patient has consented to having their picture taken and remind you that taking images of documents is prohibited. Tap **Confirm**, and a camera viewfinder will open. You can take up to five clinical images and upload them directly to the patient's EHR with a single consent and signature authorization. Each image will have a unique number watermark you can reference in your notes. You will preview each image after you take it to either discard or keep. Once you're finished, tap the **green arrow** at the bottom of the screen to proceed with uploading the image to the patient's EHR.

## Adding Notes

Staff Image Capture requires you to create a Progress Note in CPRS/VistA and attach images (which are saved in VistA Imaging) to the note. After tapping the **green arrow**, the app screen will display the photo(s) with patient identifiers and a unique number for each photo. If you don't have your Note Title or Location defaults entered (on the Profile tab), tap **Select Note Title** to search for and select a note title. Tap **Select a Location** to search for and select a note location. Enter descriptive information about the image(s) in the notes section, then tap **Save** in the top right corner. A dialog box will appear asking for your electronic signature code. Enter your electronic signature code and tap **Sign**. The app will upload the image to VistA Imaging and create a Progress Note in CPRS/VistA with your comments about the image. The uploaded image will be attached to this Progress Note.

At this time, Staff Image Capture does not allow clinicians to enter Encounter Information for notes. Progress Notes are saved as Historical Visits.

## Help and Additional Information

To access resources within the app, tap the **Information** icon (the letter 'i' in a circle) in the top right corner of the screen. For assistance with Staff Image Capture, dial 1-866-651-3180 to speak with a VA representative or visit the Office of Connected Care Help Desk Web Portal at [occhdsupport.ironbow.com/dva](https://occhdsupport.ironbow.com/dva). More resources can be found on [mobile.va.gov/app/staff-image-capture](https://mobile.va.gov/app/staff-image-capture).