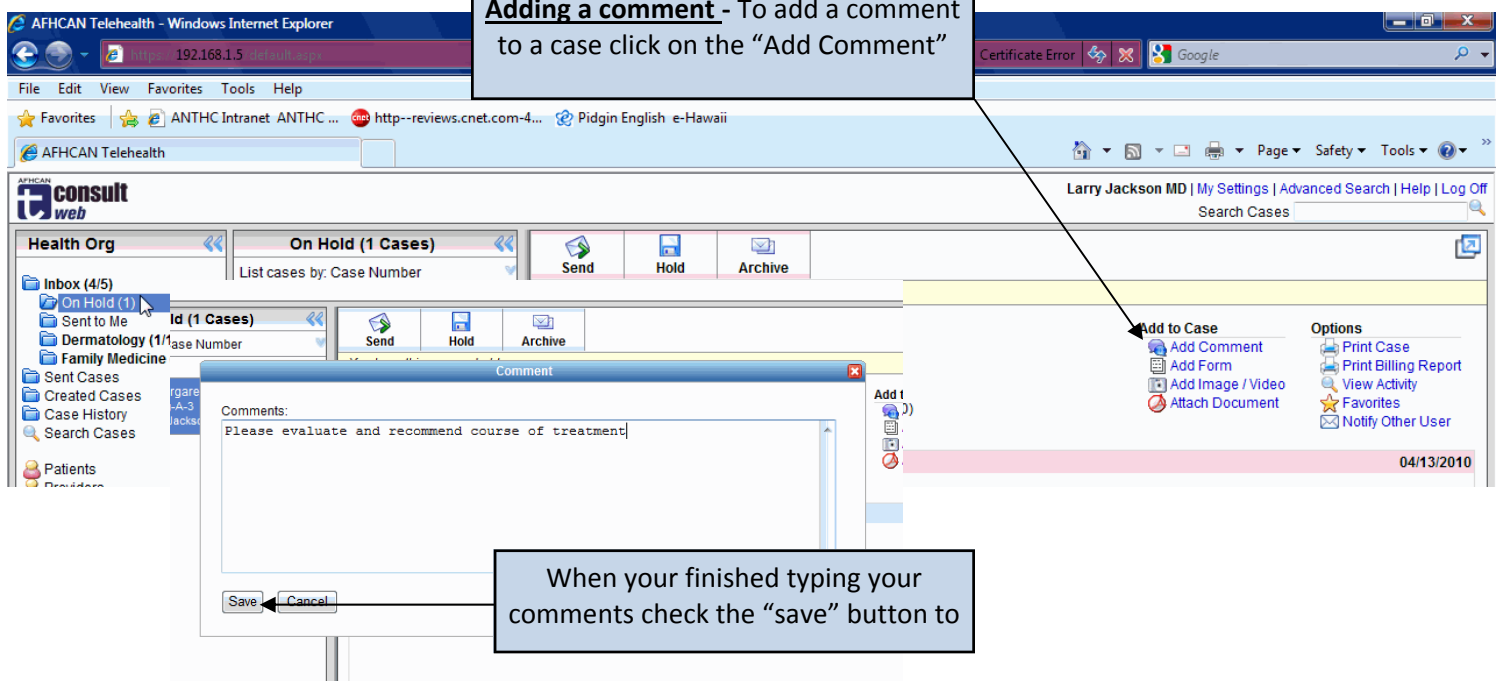


**Background:** It is easy to add comments, images and documents to your AFHCAN telemedicine case. Documents that you have captured from a digital camera or scanner can be saved to a designated folder on your desktop and then added to a telemedicine case. Pre-designed forms and various document formats can also be quickly and easily added to a telemedicine. This guide shows you how to add information to your telemedicine case and how to send or save your telemedicine case.

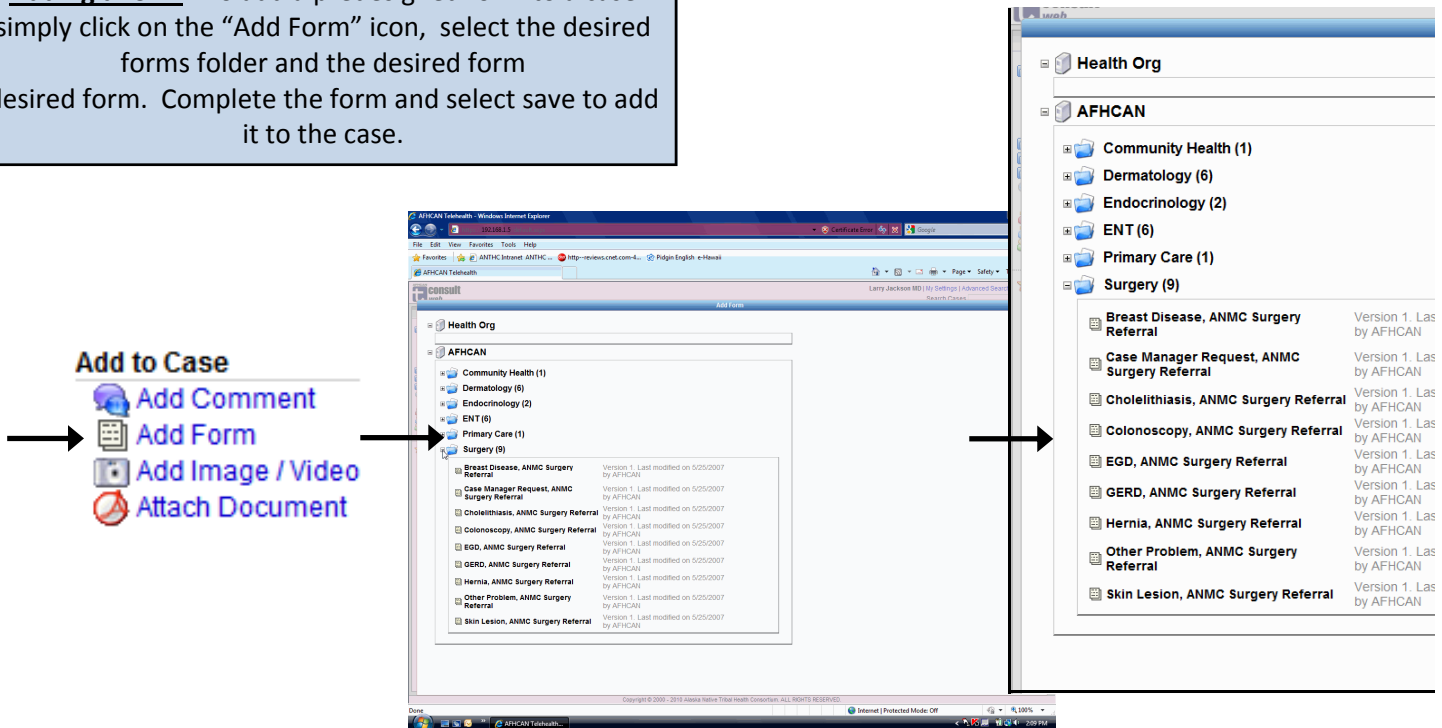
### Adding additional information to your case -

**Adding a comment** - To add a comment to a case click on the "Add Comment"



When your finished typing your comments check the "save" button to

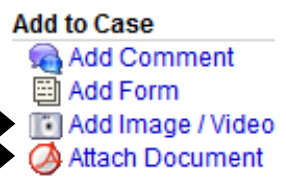
**Adding a form** - To add a predesigned form to a case simply click on the "Add Form" icon, select the desired forms folder and the desired form. Complete the form and select save to add it to the case.



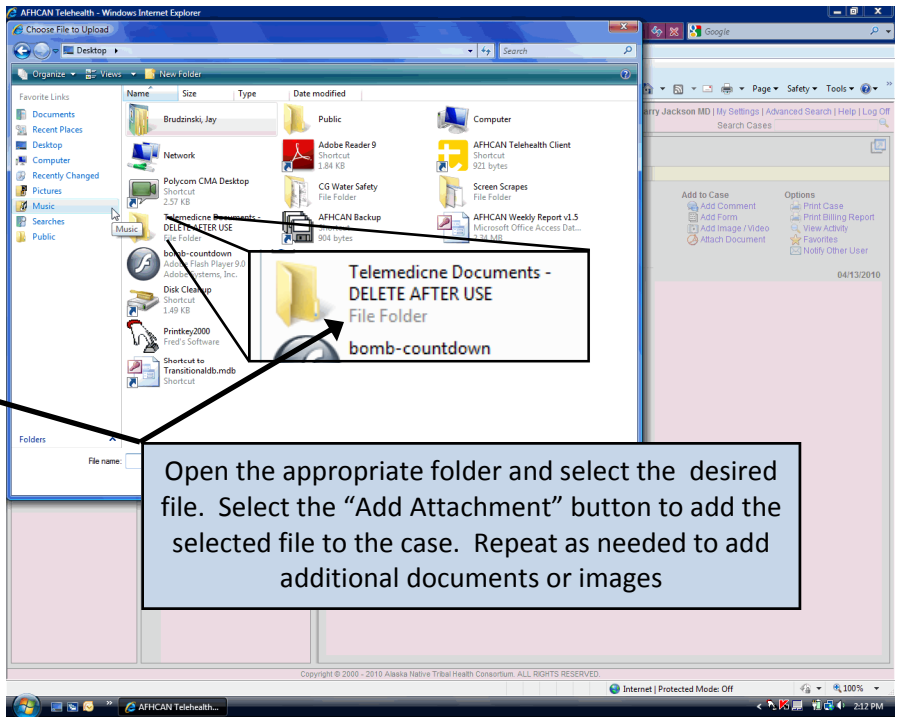
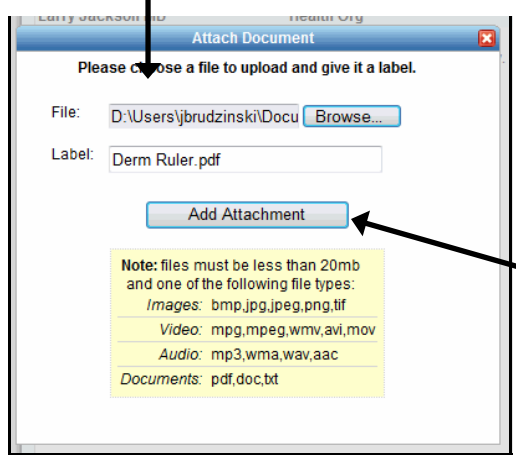
### Adding additional information to your case (continued) -

**Adding a document or image** - To add a document or image to a case simply click on the appropriate icon, Browse to the folder where the document or image is located, select the desired document or image and save it to your case.

Select "Add Image/Video" or "Attach Document" from the "Add to Case" menu.



Browse to the appropriate folder on your computer.



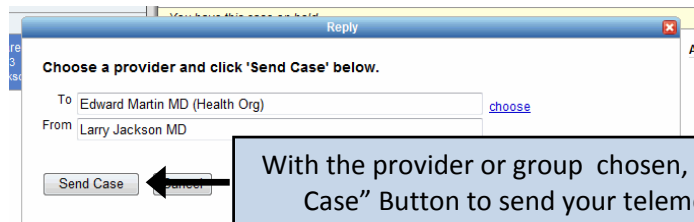
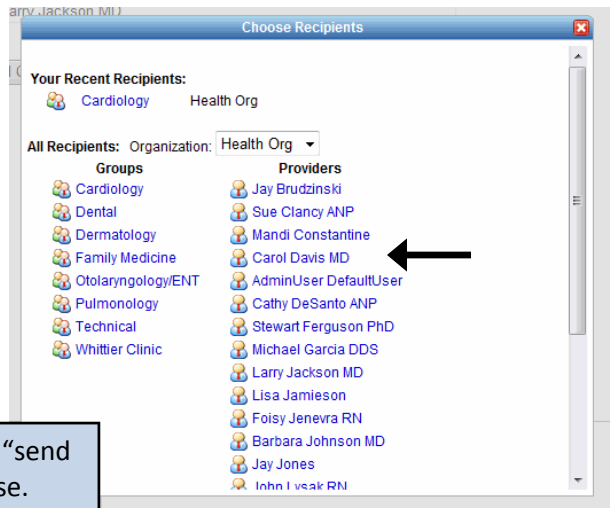
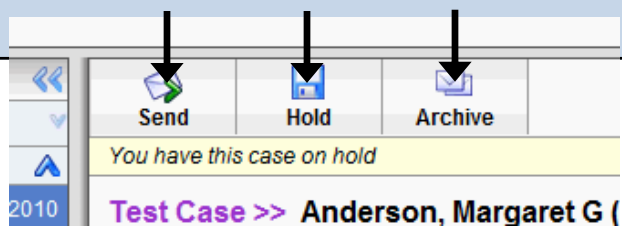
Open the appropriate folder and select the desired file. Select the "Add Attachment" button to add the selected file to the case. Repeat as needed to add additional documents or images

### Saving or Sending Your Telemedicine Case -

**Saving or Sending a Case** -When you are finished with your case you can:

- Place it on hold- to add to in the near future
- Send it - to another provider or specialist
- Archive it- to save or document your findings

When you select the "send icon" you will be asked to select the recipient you would like the case to go to. You can choose an individual user, or a group, on your server or from other servers that you have a telemedicine relationship with.



With the provider or group chosen, select the "send Case" Button to send your telemedicine case.