



# *2 MINUTE PEARLS*

## Drawing Module in AHLTA 3.3



- This pearl will briefly describe the Drawing Module in AHLTA 3.3.
- The drawing module comes with some pre-loaded images.
- You can import pictures and images into a patient note and annotate on them. You can even create your own images for import, and inclusion into templates.
- Here we'll show you how to place photographs, images or drawings into your note, into a template, and place your most commonly used ones into your Default Template, so that they are readily available without having to search for them.

# Loading Image from Image Selection Window

1. First 'Click' New Drawing Button

2. Image Selection Window Opens

3. Click on image to Select it  
Note: the thin blue line around Image... (or double click the Image to 'Skip' step 4).

4. Then press 'OK' to load image.

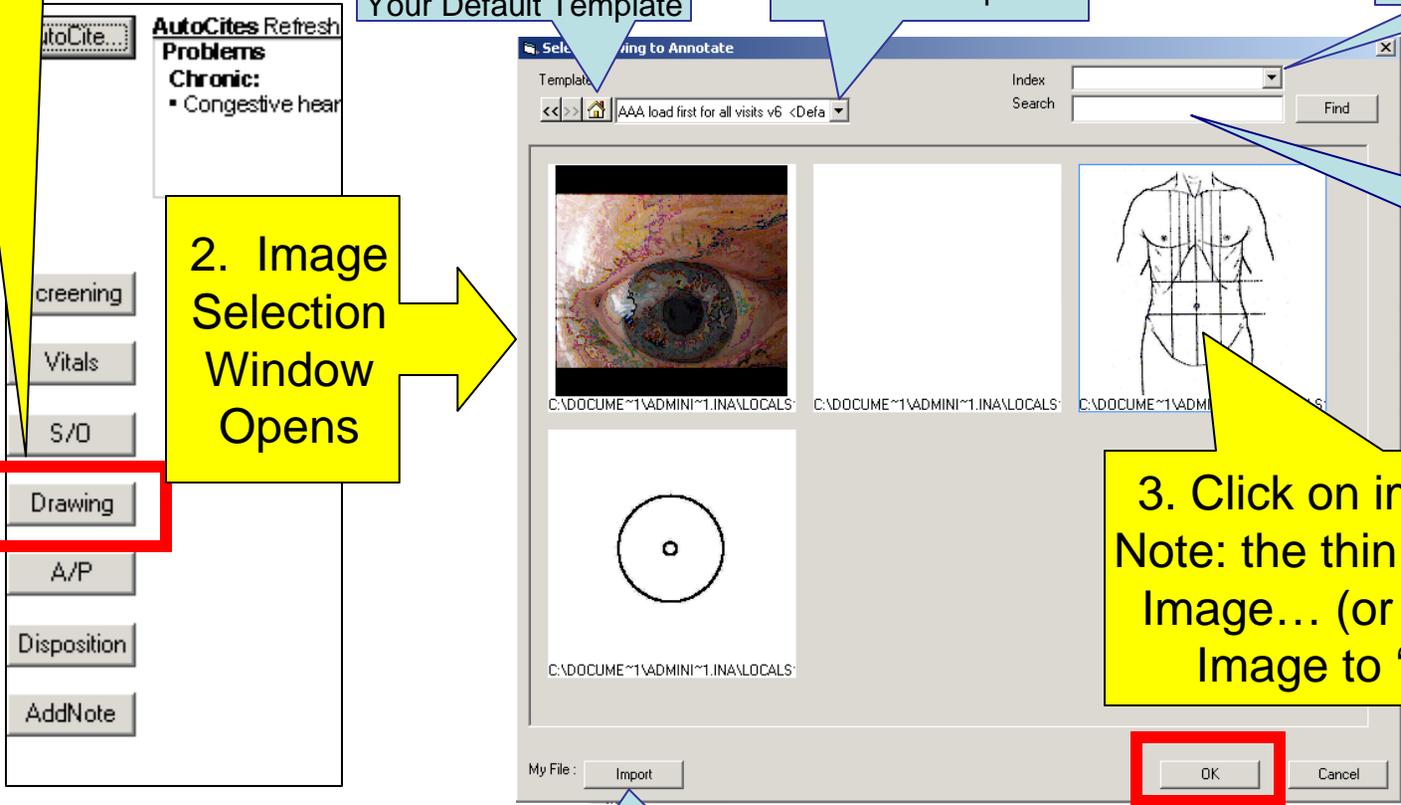
'Home' takes You back to Your Default Template

Template Selection Dropdown allows you Select a template

Index Dropdown lists all pre-loaded images

Search for pre-loaded images

Import Button allows You to Import images



# Annotating on an image

1. Stamp tool is Selected by default

The letter 'A' lets you to type on the Image.

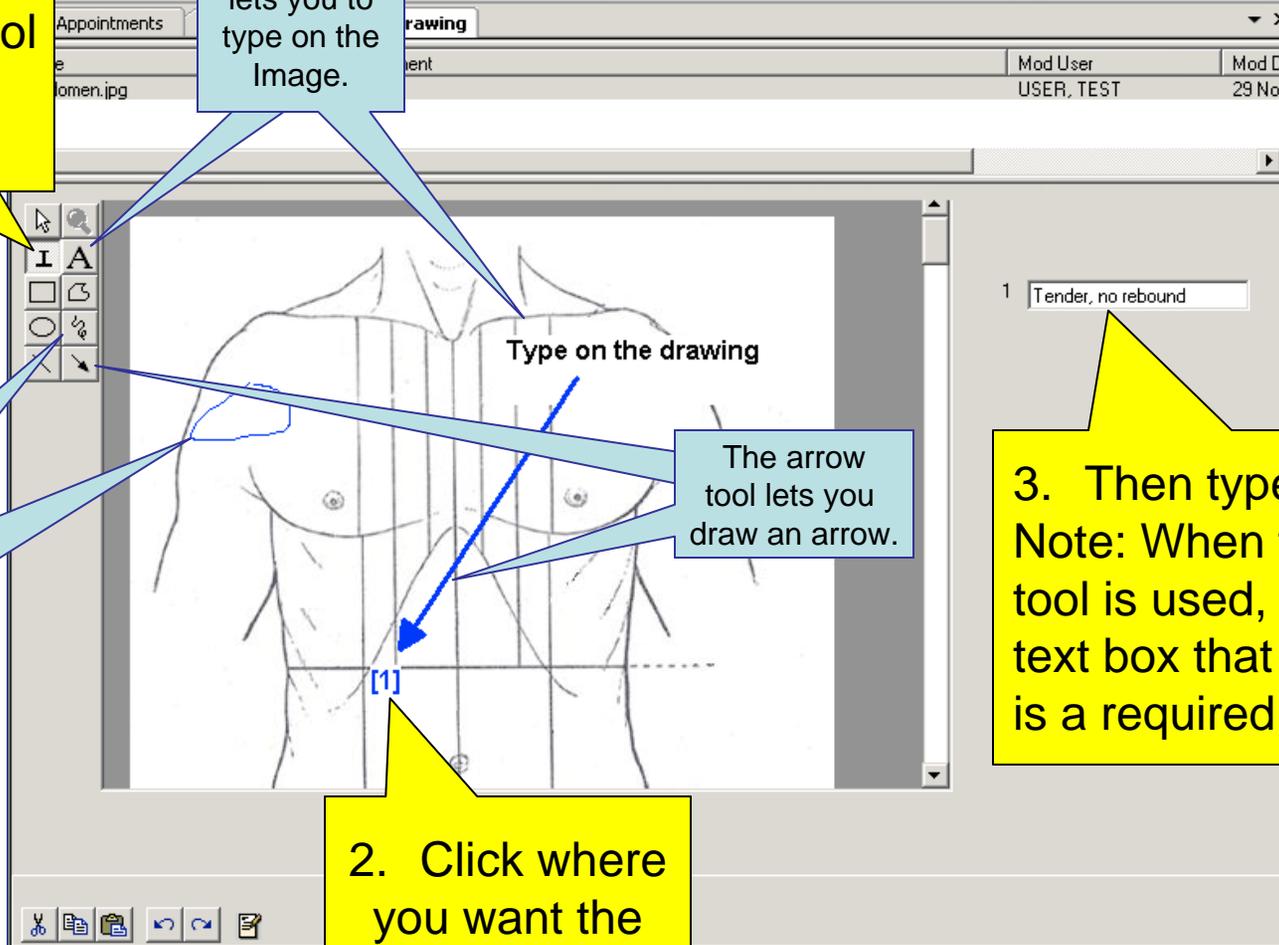
The squiggly line lets you draw free hand on the image.

Type on the drawing

The arrow tool lets you draw an arrow.

3. Then type. Please Note: When the stamp tool is used, this free text box that appears is a required text field.

2. Click where you want the number to be

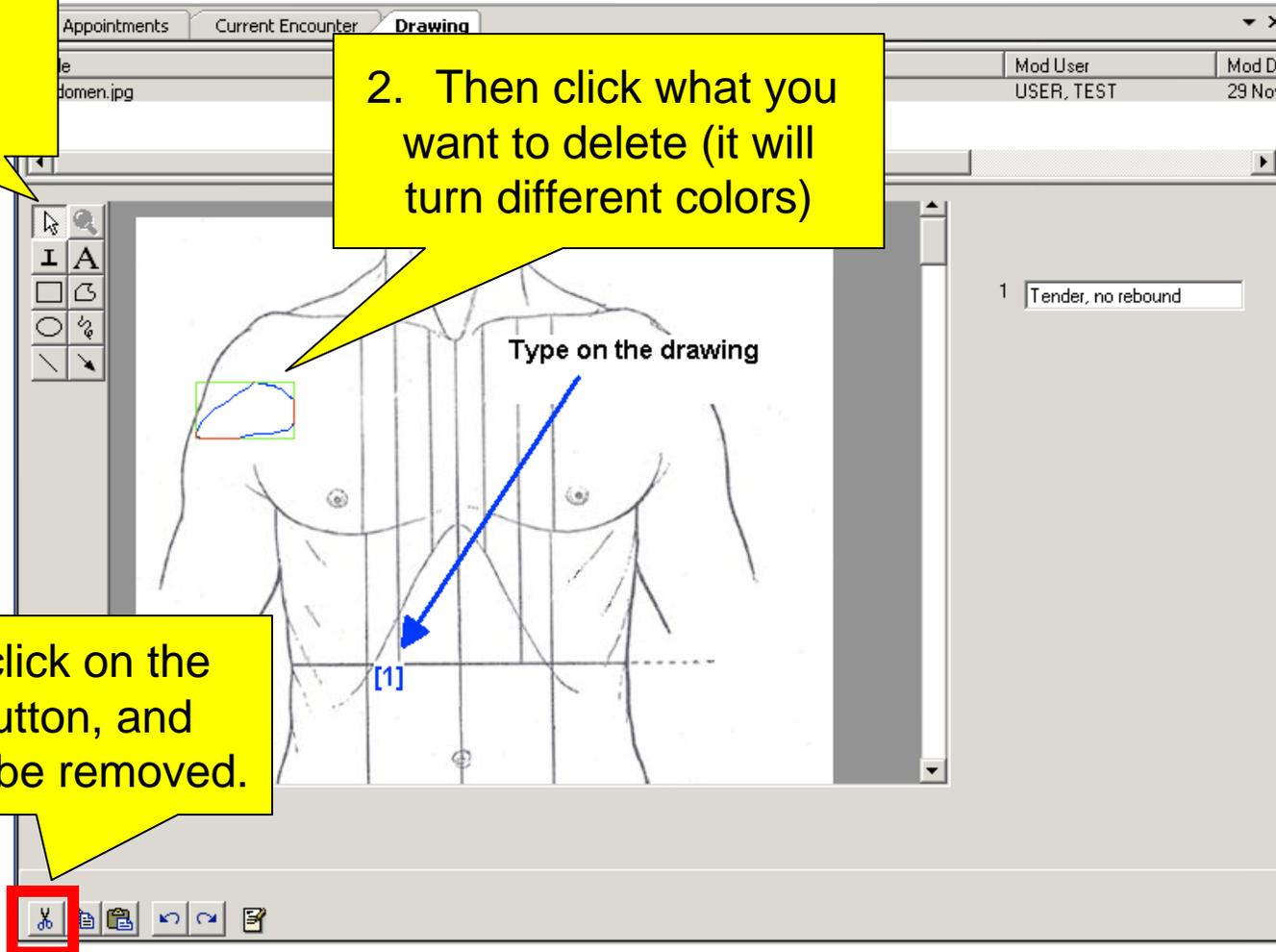


# Deleting an item.

1. First select the White Arrow

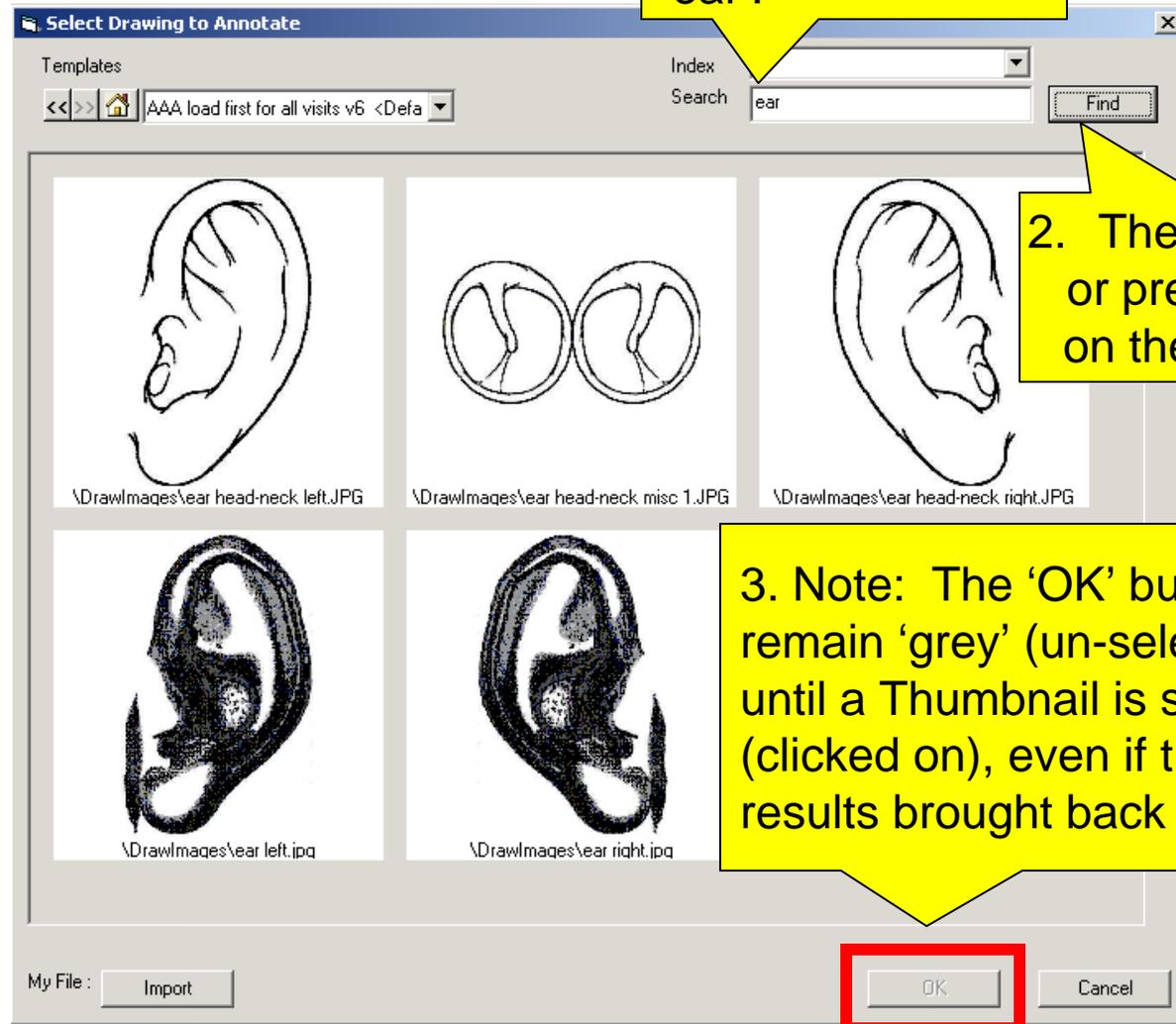
2. Then click what you want to delete (it will turn different colors)

3. Finally, click on the scissors button, and that item will be removed.



# Searching for an image.

1. First type something to search, such as 'ear'.

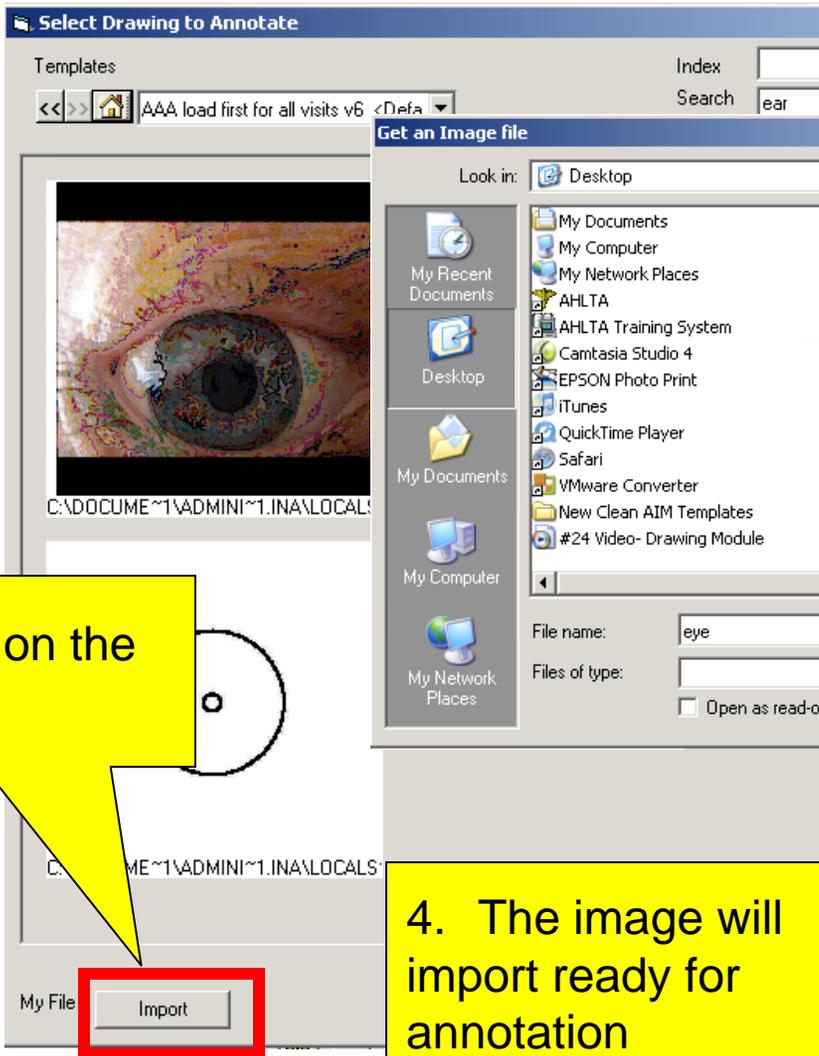


2. Then click 'Find' or press 'Enter' on the keyboard

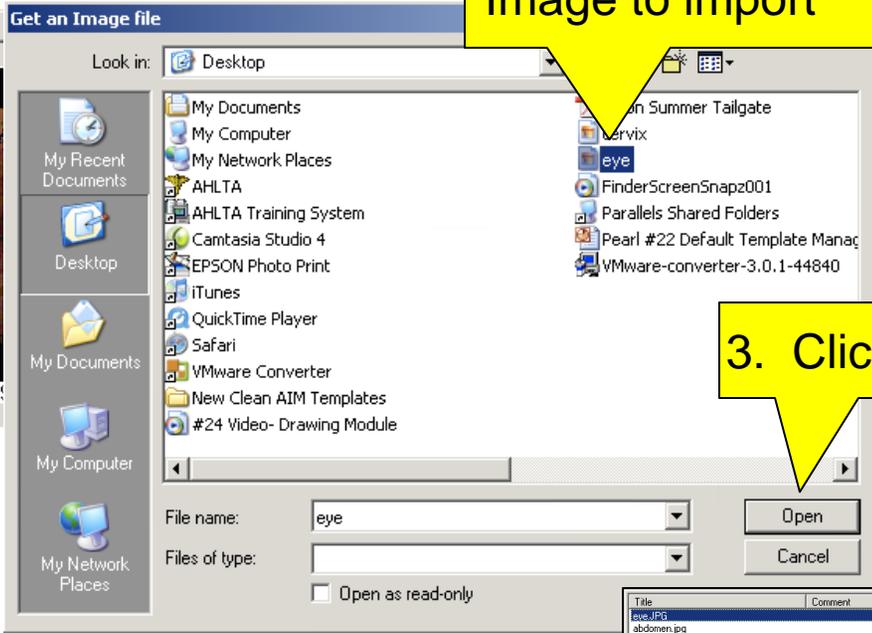
3. Note: The 'OK' button will remain 'grey' (un-selectable) until a Thumbnail is selected (clicked on), even if the search results brought back only 1 item.

# Importing an image.

1. First, click on the Import button



2. Then click on the Image to import



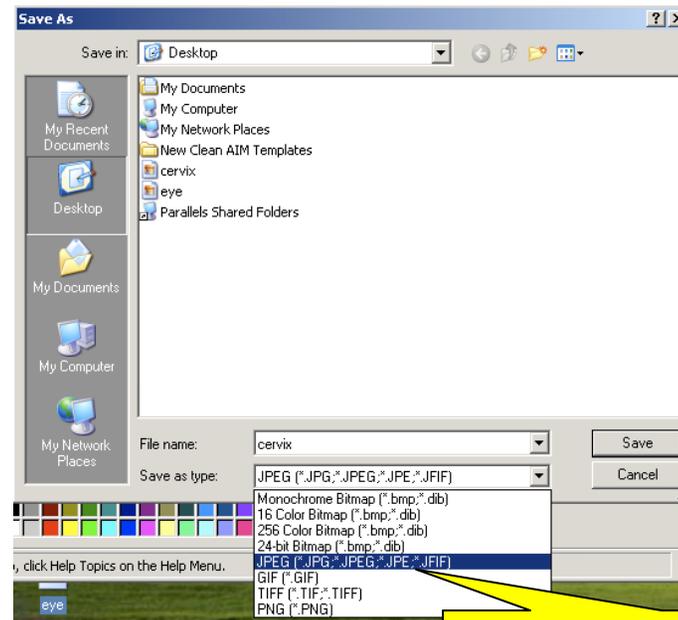
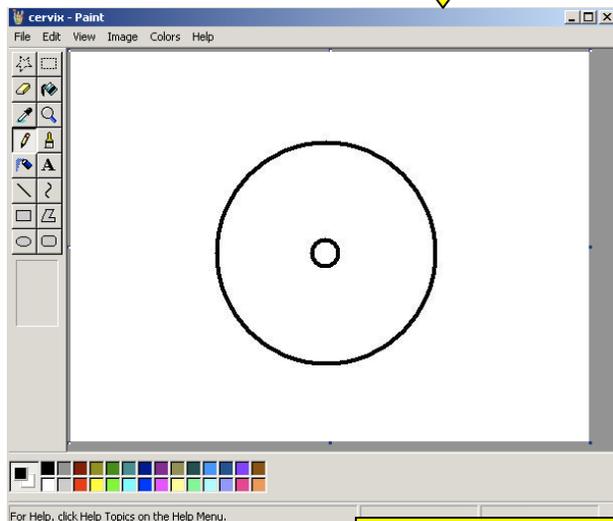
3. Click 'Open'

4. The image will import ready for annotation



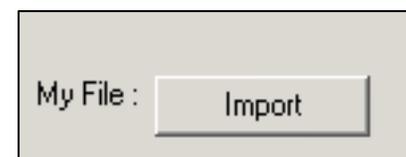
# Creating an image with MS Paint, and importing

1. First, create your Drawing (this is a cervix)



2. Save as 'jpeg' to keep image size small

3. Click 'Import' (see previous slide), to import it into your Note (or template.. as discussed later)



# Adding an image to a Template (I.e. Your Default Template)

The screenshot shows a software interface with a menu bar (File, Edit, View, Tools, Actions, Help) and a toolbar. A red box highlights the 'Edit' button in the toolbar. A yellow callout box points to this button with the text: "3. Click the 'Edit' button".

On the left side, there is a 'FolderList' pane. A yellow callout box points to the 'Template Management' option in the 'Tools' section with the text: "1. Click on Template Management".

The main area is titled 'Template Management'. It contains a search bar with 'Name Contains:' and buttons for 'Find Now', 'Expanded Search', and 'Folders'. Below the search bar are radio buttons for 'Begins With', 'Contains', and a checked 'Case Insensitive' checkbox. A list of templates is displayed under 'My Favorites (10)'. The first item, 'AAA load first for all visits v6 (DEFAULT TEMPLATE) (USER, TEST)', is highlighted. A yellow callout box points to this item with the text: "2. Find and click on the Template that you want to add images to... in this case, we're adding to my Default Template".

On the right side, there is a 'Template Preview' section showing 'AAA load first for all visits v6 (USER, TEST)' and a list of linked templates including 'History of present illness', 'Review of systems', 'History', 'Physical findings', 'Tests', 'Diagnoses', 'Procedures', 'Orders', 'Other Therapies', and 'Images'.

# Adding an image to a Template (i.e. Your Default Template) ...cont.

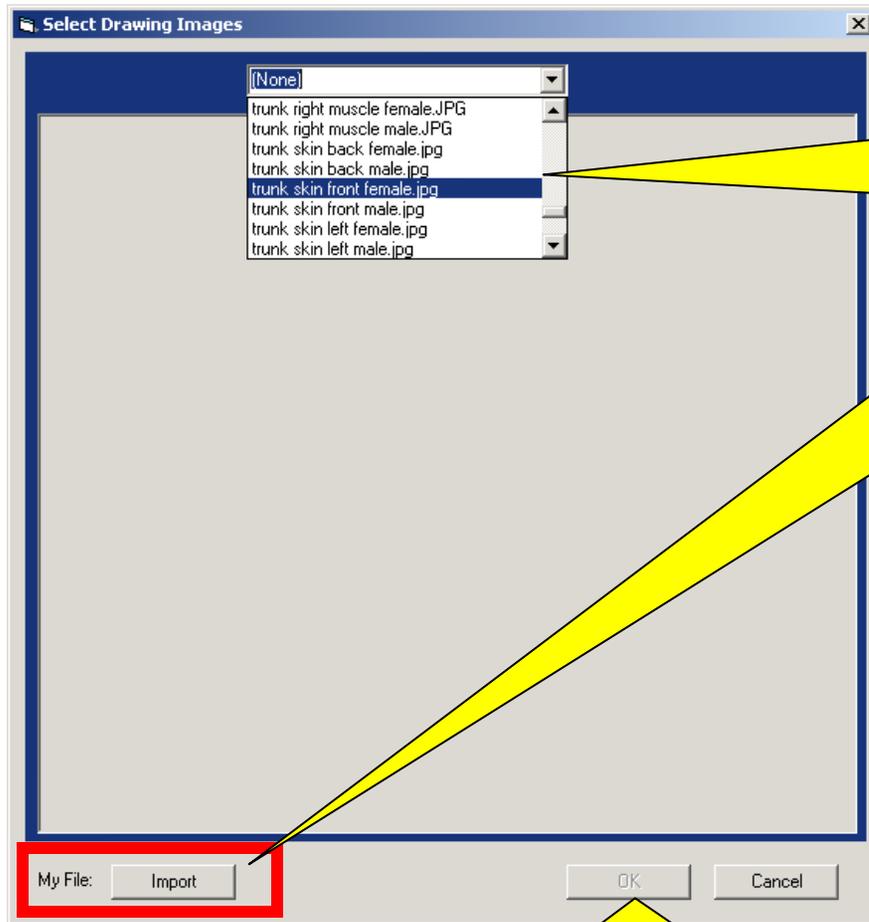
The screenshot displays a medical software interface. At the top, a menu bar includes 'File', 'Edit', 'View', 'Go', 'Tools', 'Actions', and 'Help'. Below it, a toolbar contains icons for 'New', 'Save', 'Save As', 'Drawing', 'Dx Prompt', 'FindTerm', 'Browse From Here', 'Cancel', and 'Close'. The 'Drawing' icon is highlighted with a red box. A yellow callout box points to this icon with the text: "1. Once in 'Edit' mode, Click the 'Drawing' button".

The main window is titled 'Template Management' and shows a list of templates. The 'Editing Template' tab is selected, and the template name is 'AAA load first for all visits v6'. A 'Specialty' dropdown menu is visible. Below the template list, there is a 'GoBack' button and a list of symptoms including 'skin symptoms', 'Medicin (Symptoms)', 'encounter background informa', 'systemic symptoms', 'head-related symptoms', 'neck symptoms', 'eye symptoms', 'otolaryngeal symptoms', 'breast symptoms', 'cardiovascular symptoms', 'pulmonary symptoms', 'gastrointestinal symptoms', 'genitourinary symptoms', 'endocrine symptoms', 'hematologic symptoms', 'musculoskeletal symptoms', 'neurological symptoms', 'psychological symptoms', 'skin symptoms', and 'pediatric screening'. The 'skin symptoms' category is expanded, showing a list of sub-symptoms.

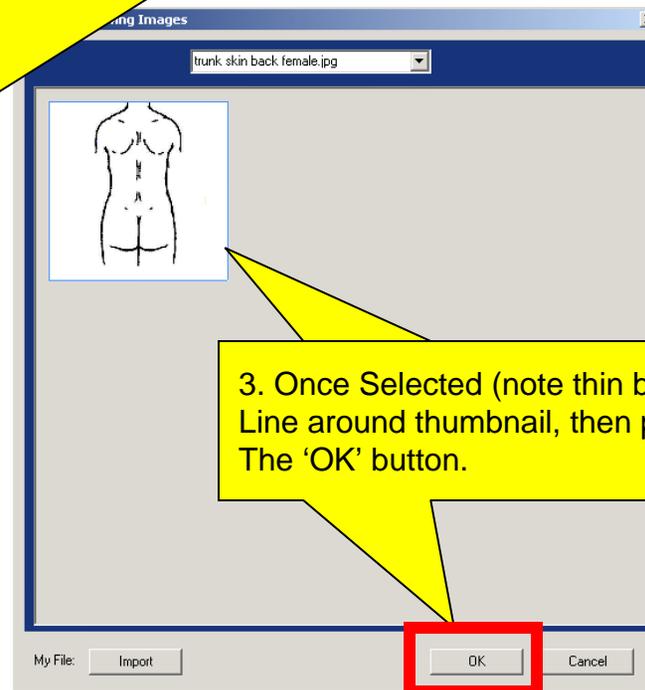
An 'Images' dialog box is open, showing a list of images: 'radC98F4.jpg', 'blank.jpg', and 'abdomen.jpg'. The 'Add Images' button is highlighted with a red box. A yellow callout box points to this button with the text: "2. Next click 'Add Images' button".

At the bottom of the 'Images' dialog box, there are buttons for 'Add Images', 'Remove Image', 'OK', and 'Cancel'.

# Adding an image to a Template (i.e. Your Default Template) ...cont.



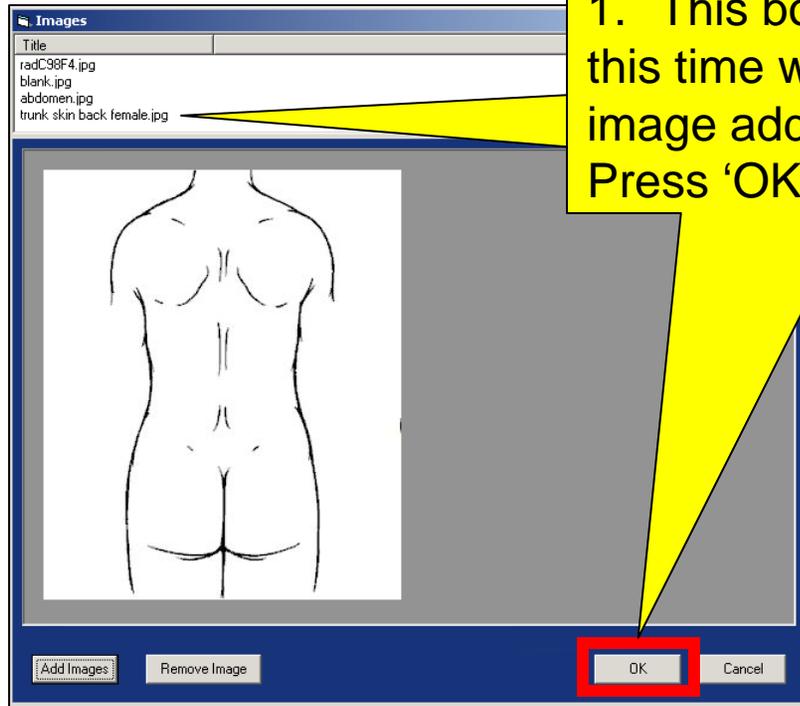
1. This box will open. You can click the dropdown and find an image, or you can import your own.



3. Once Selected (note thin blue Line around thumbnail, then press The 'OK' button.

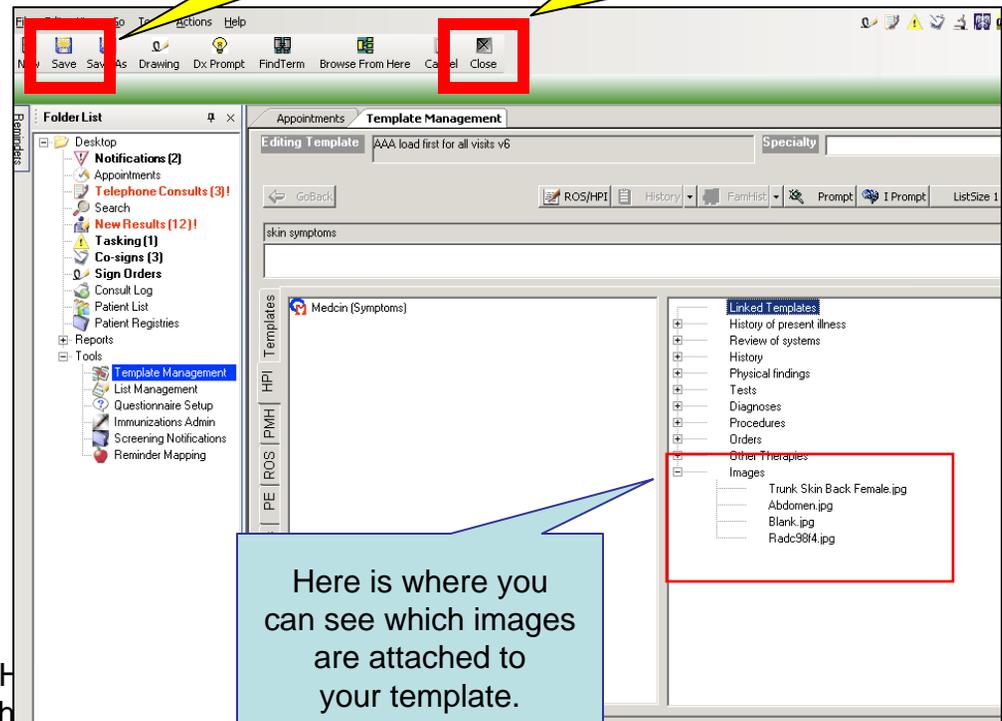
2. Note: The 'OK' button will remain 'grey' (un-selectable) until a Thumbnail is selected (clicked on), even if the search results brought back only 1 item.

# Adding an image to a Template (i.e. Your Default Template) ...cont.



1. This box will appear again, this time with the new image added to the list. Then Press 'OK'

2. Back to the Template 'Edit' screen, you Must remember to click 'SAVE', if you don't, the image(s) just added will be lost, and you'll have to repeat steps to add them again.  
3. Then click 'Close'



Here is where you can see which images are attached to your template.

# Additional Suggestions

- This pearl describes how to use the drawing module, how to import images, and how to attach images to templates.
- For efficiency, include your most commonly used drawings or images into your Default Template. This way, you will not have to search for them each time, and you can include custom images or drawings that better match your specialty needs, without having to manually 'import' them each time for every note.
- If your specialty requires the inclusion of photographs into the note on a regular basis, develop a workflow process (make it an SOP) in which your support staff imports the images from the camera for you, after you take the picture(s). You may find this is best use of everyone's time, to keep things running as efficiently as possible. Once imported, you can go back and annotate as needed.

# Video

AMEDD AHLTA Program Office  
“Enhancing The Excellence Of Military  
Health Care”



# For More Information...



- AMEDD AHLTA Homepage
  - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
  - Currently: <https://www.us.army.mil/suite/page/406> (AKO password required)
  - Future: <http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html>

I would appreciate any feedback or suggestions you have for future **AHLTA 2 Minute Pearls**. Please contact me at the following:

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