**Copying an x-ray into the Dentrix Document Center:**

1. Open the x-ray program and pull up the x-ray you want to attach.
2. Use the Windows Snipping tool to capture the image you want.
3. Open the Document Center for the patient you wish the x-ray to be attached to.
4. Click Acquire, then Paste from Clipboard.
5. Name your x-ray.

**To attach to a Claim:**

1. Open the claim in the ledger.
2. Double click the Claim Information box.
3. Choose the number of attachments and click Include Attachments.
4. Drop down your options at the top and choose Document Center.
5. Make sure to checkmark the box of the item(s) you want to attach, then Click OK.
6. Your attachments will show up in the box on the left.
7. Click Close, then click OK.
8. Click Submit to send the claim AND the attachment to the batch.