

SCANNING

DEMOGRAPHIC TAB	TEST TAB	DOCUMENT TAB
ABN (optical)	A SCAN	ABN (treatment/procedure)
AUTH. FOR SERVICE	B SCAN	CONSENT SURGERY
CHECK IN/REG FORM	ENDO CELL CT	CONSENT TO TREAT
DME Sheet	EXTERNAL PHOTO	H & P
FINANCIAL HARDSHIP WAIVER	GDX	IOL STICKER
GL/CL WAIVER	IOL MASTER	LETTERS-IN
HIPAA FORM SIGNED	IOL Pg2 Axial Length	LETTERS –OUT(Diabetic)
IDPA OPO	Pachymetry	OUTSIDE RX
IDPA WAIVER	PHP	OUTSIDE TEST RESULTS
I & R LENS FORM	Topography	
MISSOURI M'CAID APPROVAL	TORIC LENS CALC.	
RECORD RELEASE	VISUAL FIELD	
SAFETY EYEWARE FORM		
20% PROMISARY NOTE		
IDPA LAB SHEET (From Dixon)		
LOCAL LAB SHEET(Purple sheet)		
WALMAN LAB SHEETS		

ATTACHED IS THE REVISED SCANNING GRID. BELOW ARE THE INSTRUCTIONS FOR SCANNING TO EACH AREA.

DEMOGRAPHICS:

- Place top of page in scanner, face down.
- Click on document at top right of screen
- Click add, single or multi sheet feed
- Window should pop up, click on scan button
- Scan
- You should then be able to see full size scan on monitor screen
- Under type, choose type of image
- Under name, enter date and any other note you feel would be helpful
- Save

To view documents, click on documents and then list to see all the items that have been scanned.

TESTING:

- You must hit add/new on the testing tab
- From the testing grid, select (hi-lite) the test that you would like to attach to the scanned test to
- Click on the triangle
- Place top of page in scanner, face down
- Left click on the box in the upper left hand corner, from the drop down, select scan
- Window should pop up, click scan
- Test should now populate the image box
- Save

To view left click on image and click on view full screen

DOCUMENTS:

- Go to document tab in the patient chart
- You must hit add/new – select layout/choose MEC documents.
- Click on the + sign
- Select category from drop down
- Description should be any explanations that will help you find the correct document quickly. All surgery consents, procedure and treatment consents should say the type of surgery or treatment and the date. H&P should state type of surgery and date, outside test reports should say type of test, letters in or out should be who they are from or who they were sent to, IOL sticker should say date of surgery.
- At this time don't worry about the type
- Load document in scanner
- Left click in the large white area on the left
- Select scan
- Window should pop up, click on scan
- Document should show up in document window
- Save

To view go to EHR document tab, select (hi-lite) the document you would like to view then in the document view window, left click and then click on view full screen.

BEFORE SHREDDING ANY OF THESE DOCUMENTS, ALWAYS GO OUT OF THE SCREEN AND COME BACK IN TO BE SURE THAT YOU CAN VIEW THEM.