

Introduction

The CPScan utility is a means of incorporating scanned images into the CPSI system. This software allows the storage and retrieval of permanent images, accessed by patient accounts and available to all authorized hospital departments.

Setup

Hardware

For the CPScan software to operate effectively, there are several hardware considerations. The facility must be operating ClientWare in a networked environment and must have an ADR (Archival Data Repository) permanent storage device. The scanner must have Windows 95/98 or NT Workstation 4.0 drivers and must be Twain 32 compliant.

For initial installation, connect the scanner to the printer port of a CPSI ClientWare PC. Any associated scanner software must then be installed as directed by the manufacturer.

Software

The Image Titles Table must be set up in the Business Office Tables. Select **New** to set up a new document title.

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Image Titles**

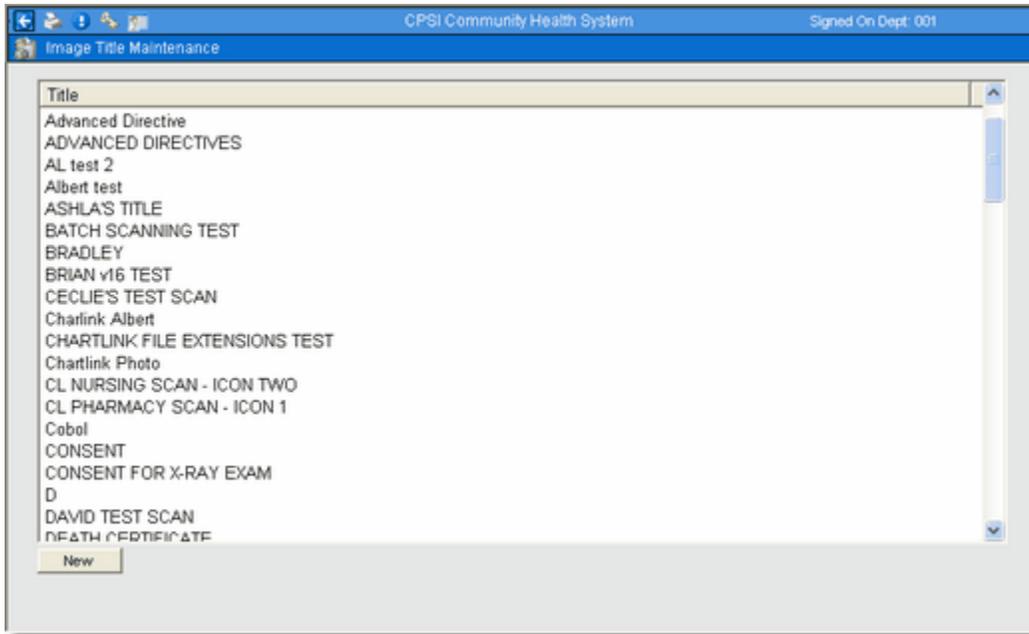


Figure 1.1 Image Title Maintenance

Select **Hospital Base Menu > Master Selection > Business Office Tables > Business Office Table Maintenance > Image Titles > Document Titles > New**

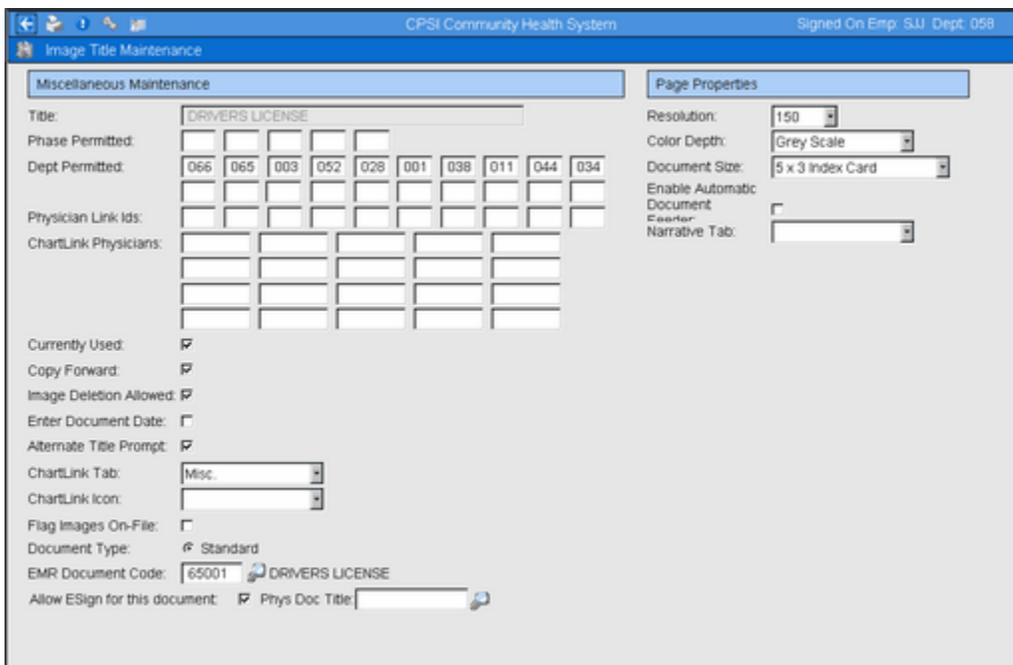


Figure 1.2 Image Title Maintenance

- **Title:** Enter a title for the image, up to 30 characters in length. Once this description has been entered, any changes to the title will not be allowed. In other words, any documents scanned under an original title will remain under that title.
- **Phase Permitted:** Enter the Department Phase ID that should have access to the image. If “Phase Permitted” is blank, the system will use the department settings to determine image-viewing capabilities. If both “Phase Permitted” and “Depts Permitted” are blank, any facility employee will have access to the scanned images.
- **Depts Permitted:** Enter up to ten departments that should have access to the image. If a Phase ID is entered these departments will be in addition to the department that shares the entered Phase ID.

NOTE: To determine a department’s Phase Id, review Departmental Security settings within Special Functions. Some departments do not require a “Phase ID” for daily operations.

- **Physician Link IDs:** Enter the Physician Link ID if using this application.
- **Chartlink Physicians:** Enter the physician number of the for Chartlink that have access to this scanned image.
- **Currently Used?:** For those titles that have been discontinued, misspelled or changed, leave this field blank or **N** so that no further images may be scanned for unused titles.
- **Copy Forward:** If answered **Y**, this image will copy into a new account registered from an existing account.
- **Image Deletion Allowed:** Answering **Y** to this field will allow images on patient accounts to be deleted. The CPSI daily password is required to delete an image from a patient account.
- **Enter Document Date:** This field is used with Electronic File Management and the CPscan applications. If this option is selected during the scanning process, the system will prompt for a document date. The default will be the current date. The date entered will display next to the Image Title on the patient's account.
- **Alternate Title Prompt:** This field is used with Electronic File Maintenance. If this option is selected during the scanning process the system will prompt for an alternate title. The alternate title will display on the patient's account with an "*" to denote it is not the original title of the image.
- **ChartLink Tab:** Determines which of the 16 ChartLink Tabs the scanned Image Title will display.
- **ChartLink Icon:** Allows an icon to display on the Whiteboard in ChartLink to notify the physician of a new scanned image.
- **Flag Images On-File:** This field is used with Electronic File Maintenance. If this is selected for an Image Title and the title is associated with a patient's account, the account will be flagged with "Scanned Images On-File".
- **Document Type Standard:** This option will only be used in conjunction with CPScan. Selecting

Standard for an Image Title means that document will be scanned into the system.

- **EMR Document Code:** Enter the code that corresponds to this image title. The magnifying glass provides a lookup option and connects to a table that allows a new document code to be entered.

NOTE: *The EMR Document Code field is not required in order for an image to be printed in the Electronic Medical Record; however, once a code is set up in the EMR Document Code table, it should be loaded here.*

- **Allow ESign for this document:** This field is used with Electronic Signature for Images. When this field is selected, this Image Title may be electronically signed.
- **Phys Doc Title:** Select the Physician Documentation Title associated with this Image Title.

For consistent use of space for scanned images, and to better manage the disk space used, page properties will allow optimal default settings to be established for each image title. These settings may be changed during the scanning process if necessary.

- **Resolution:** Enter the dpi (dot per inch) for the resolution. There is a drop-down menu to choose selection.
- **Color Depth:** Enter the color style desired. There is a drop-down menu to choose selection. CPSI recommends using "Grey Scale."
- **Document Size:** Enter the default Document size for this image. There is a drop-down menu to choose selection.
- **Enable automatic Document Feeder:** Select this field to enable automatic document feeder.
- **Narrative Tab:** The selection in this field will link the image to the appropriate documentation.

Using CPScan

After initial hardware and table maintenance setup, the CPSI system should be ready to scan documents into permanent storage. The Image Storage/Retrieval system can be accessed from several areas in the software to allow easy access for all facility departments:

Patient Functions Screen - Image Signature Store/Retrieve	Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve
Registration and ADT Screen - Images	Hospital Base Menu > Patient Account # > Census > Images
Insurance Claim Status Screen - Image Store/Retrieve	Hospital Base Menu > Patient Account # > Insurance > Claim > Image Store/Retrieve
A/R History Account Functions Screen - Image Storage/Retrieval	MPI > Patient Account # > Image Storage/Retrieval
Clinical History System - Image Storage/Retrieval	MPI > Patient Account # > Clinical History > Image Storage/Retrieval

Figure 1.3 Paths to Image Signature Store/Retrieve

Select Hospital Base Menu > Patient Account #

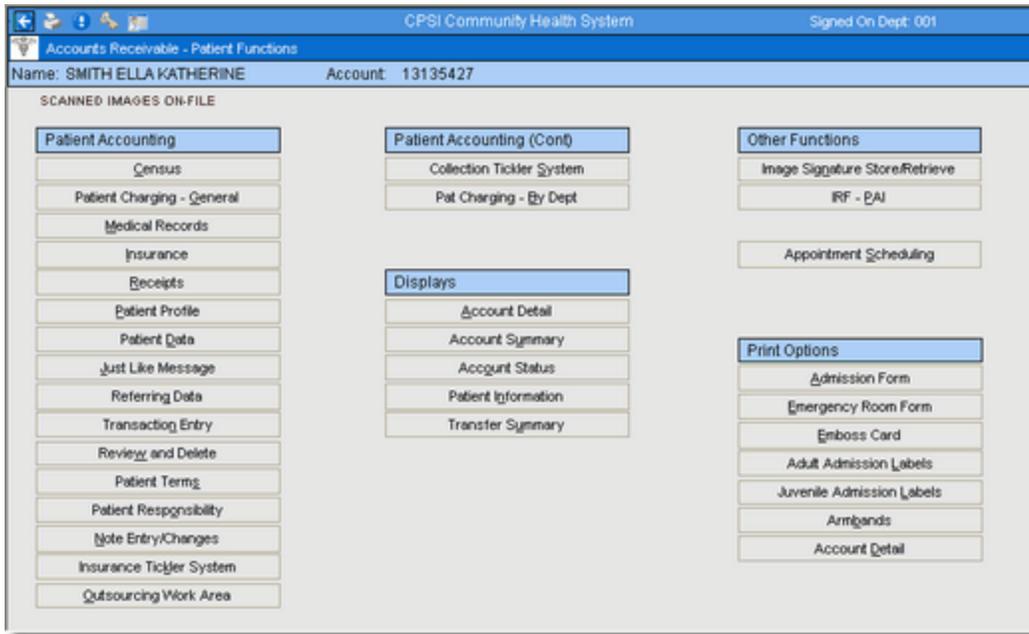


Figure 1.4 Accounts Receivable Patient Functions

Once the Image Storage/Retrieval system is accessed, stored documents may be viewed and new documents may be stored using the Patient Image Options.

Select Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve

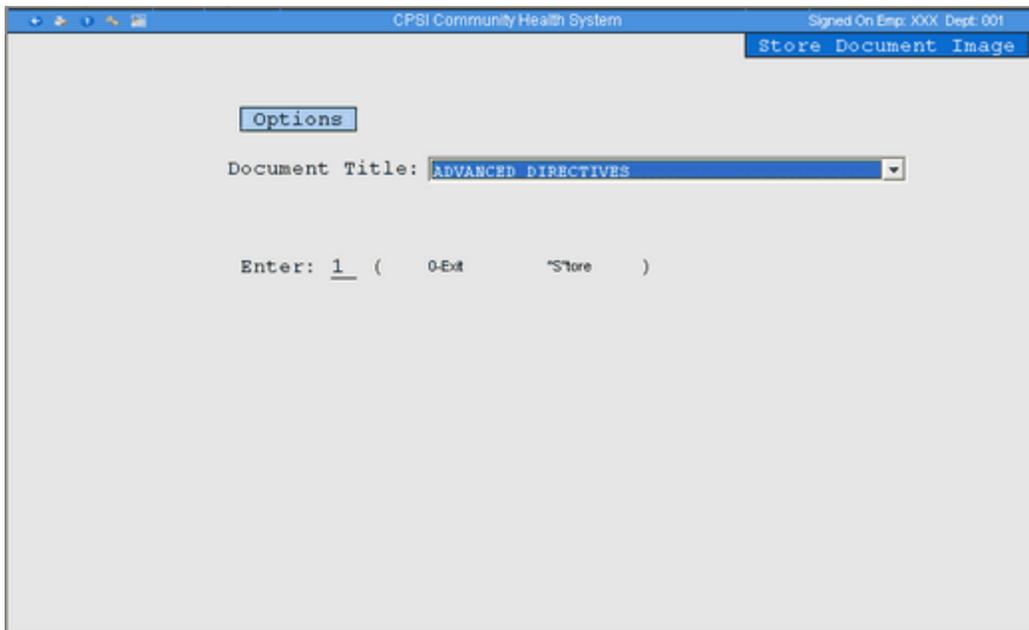


Figure 1.5 Patient Image/Signature Options

To view an existing stored image, choose **View Scanned Images**, and the following screen will be accessed.

Select **Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve > View Scanned Images**

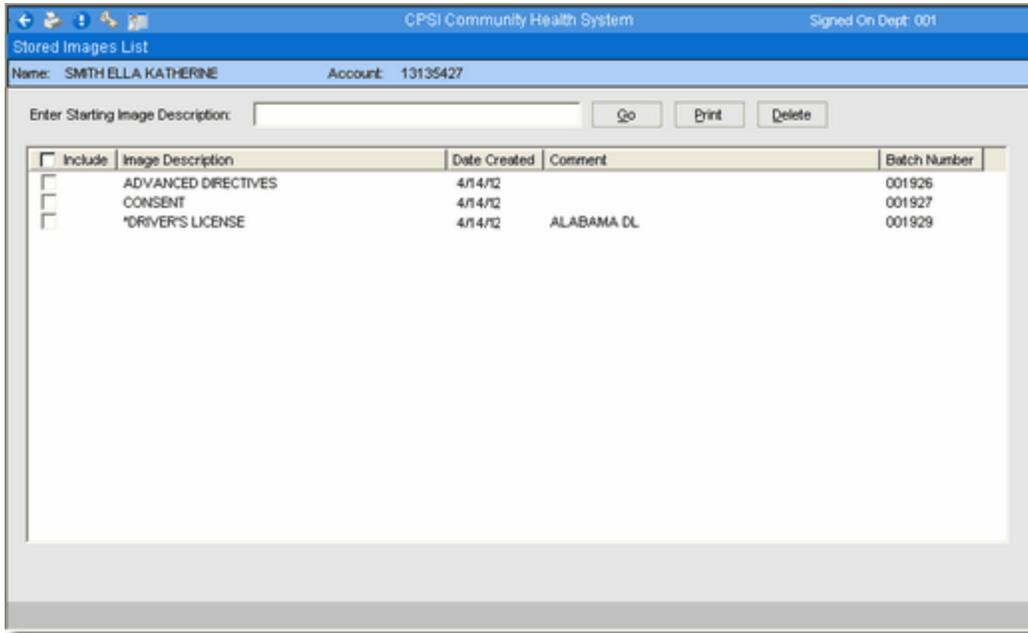
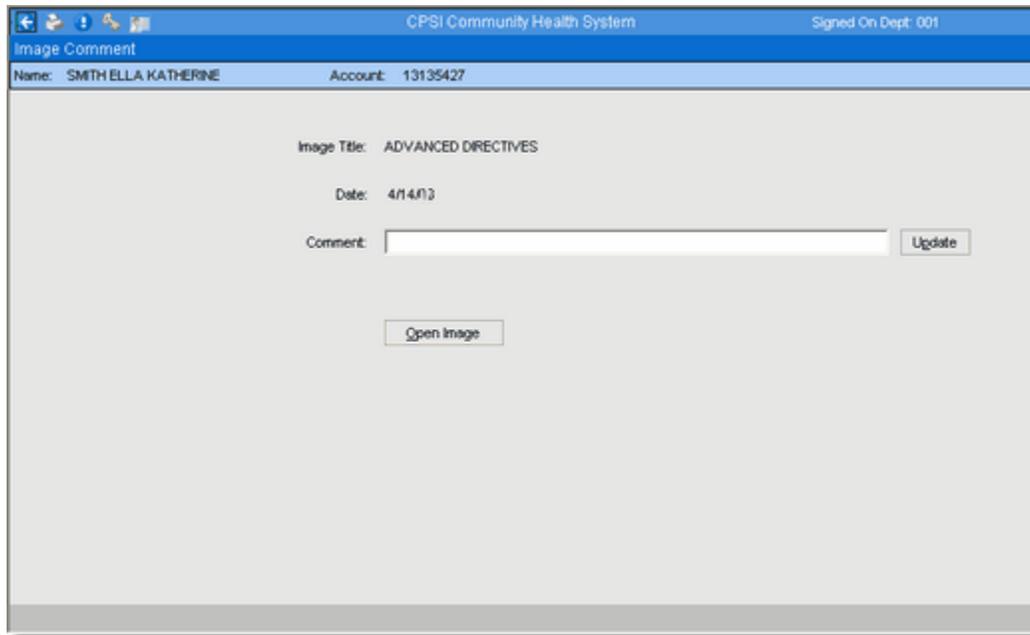


Figure 1.6 Stored Images List

Enter a starting image description, then select **Go** to list all available titles. Select the desired image to view. The image may be rotated, reduced, enlarged or printed, although these functions will not alter the image as it was originally stored. To view/print multiple images at one time select the **Include** option next to the desired image or select the **Include** option in the header to select all images. Once the include boxes are checked, select **Print** to print/view the images.

If the Image Title Maintenance table is set up to allow for deletion, select the box next to the image, then select **Delete** from the top of the screen. After **Delete** is selected, the system will prompt for a password. Call a Financial Software Support Representative to obtain this password. If **Image Deletion Allowed** is not selected in the Image Title table for the scanned image, the system will not allow the image to be deleted. The message "Image Deletion Not Allowed" will display.

Select **Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve > View Scanned Images > Select Image**



CPSI Community Health System Signed On Dept: 001

Image Comment

Name: SMITH ELLA, KATHERINE Account: 13135427

Image Title: ADVANCED DIRECTIVES

Date: 4/14/13

Comment: Update

Open Image

Figure 1.7 Edit Comment

After selecting the image, the system will prompt to enter “Comment:”. The Comment line will allow up to 60 characters to be entered. The first 29 characters will display on the Stored Images List screen as an aid in identifying the desired image. Select **Update** to save the comment. Selecting **Open Image** will allow the image to display.

To store a new image, select **Scan a New Image** from the Patient Image Options screen. The following screen will be displayed.

Select Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve > Scan a New Image

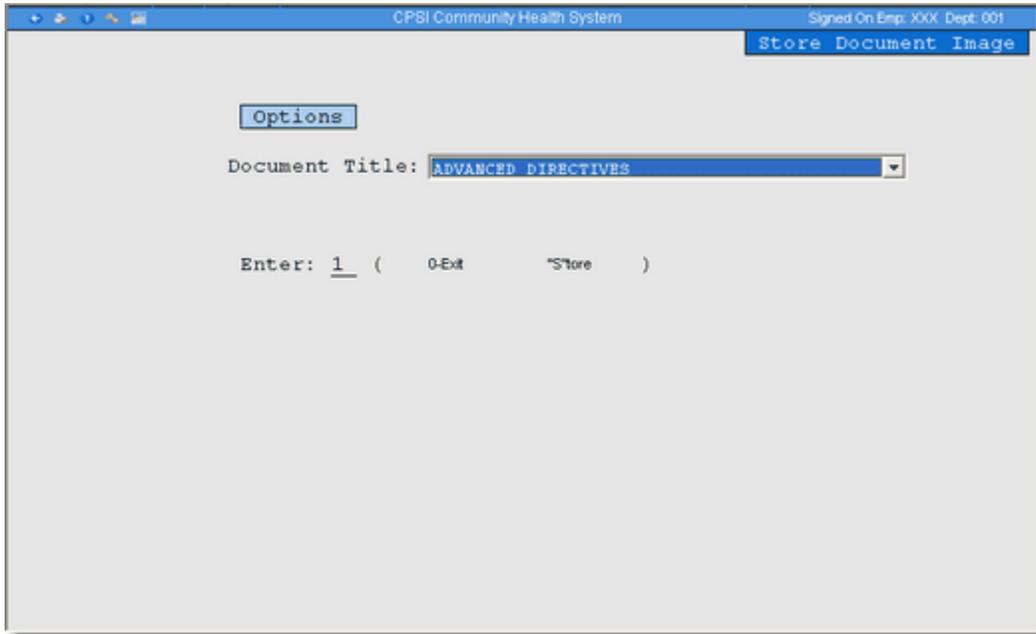


Figure 1.8 Store Document Image

Select the Document Title drop-down menu and choose the desired image title and press Enter. Once the desired title has been chosen, select “**S**”tore to start CPScan. A dialogue box will appear displaying available scan options.

Select Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve > Scan a New Image > Document Title > Store

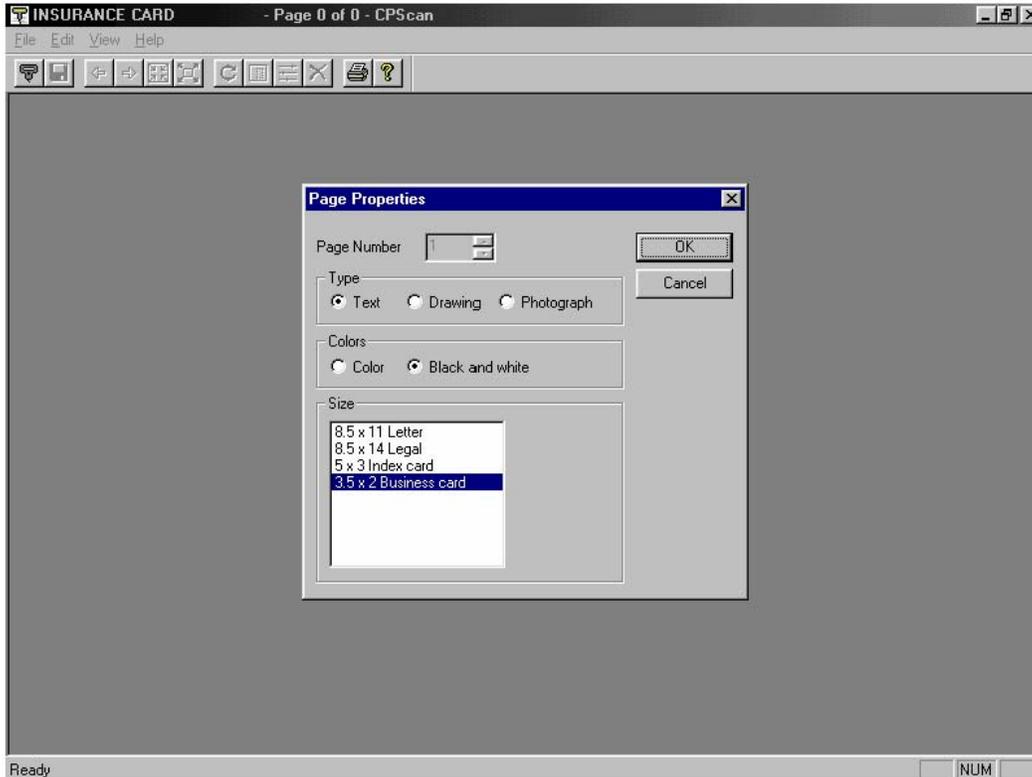


Figure 1.9 CPScan

The image may be stored as Black and White or Color. The resolution of the image can be controlled by choosing **Text**, **Drawing** or **Photograph** for low, medium, and high image resolution, respectively. The image size can also be selected. When color, resolution and size have been chosen, select **Ok** and the scanner will automatically activate and the document will be scanned. After being processed by CPScan, the image will then appear on the screen.

Select Hospital Base Menu > Patient Account # > Image Signature Store/Retrieve > Scan a New Image > Document Title > Store > Document Size > Ok

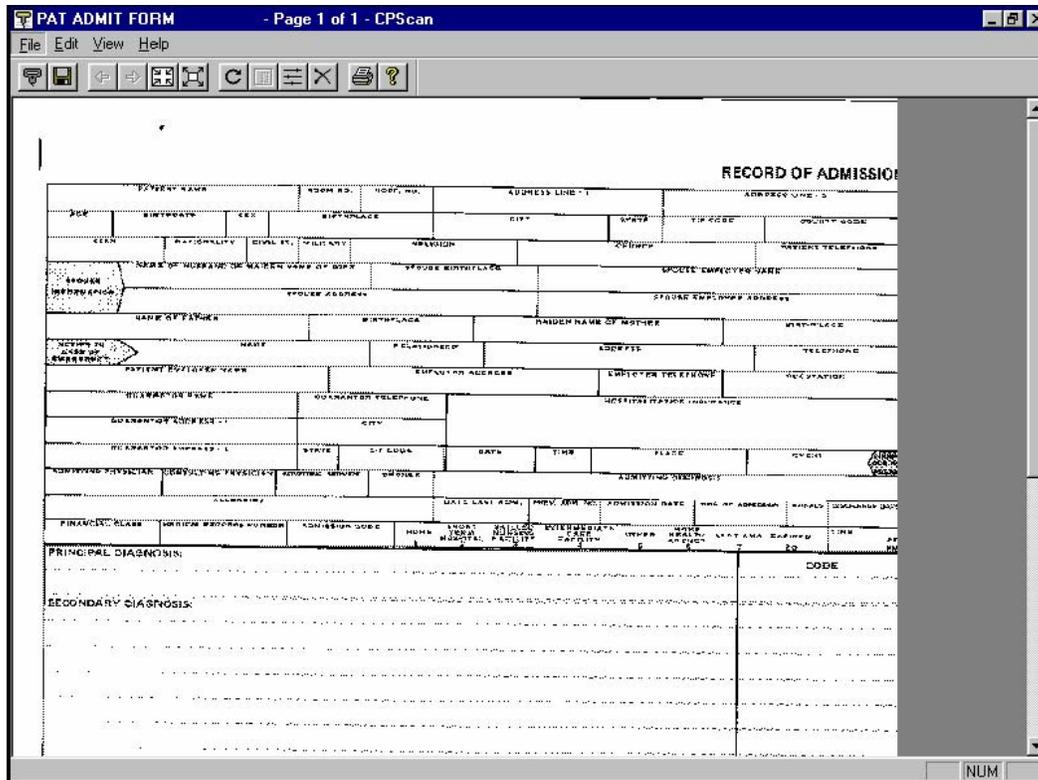


Figure 1.10 CPScan

At this point, there are many options. To scan subsequent pages of this document, select the **Scanner icon** on the toolbar or from the File menu and choose the **Scan option**. Color, size and resolution options can be chosen for each page of the image.

To save the image permanently, select the **Save icon** on the toolbar or choose the **Save option** on the File menu. If the Save icon is not chosen before exiting CPScan, a system prompt will appear so that the image can be saved or deleted.

To view previous and subsequent pages of a single document, use the Back and Forward Arrow icons on the toolbar.

To adjust the image before it is saved permanently; use the Reduce, Enlarge, Rotate, Crop or Adjust icons on the toolbar. These functions can also be chosen by selecting the Edit menu and then the desired function.

If the image was scanned improperly or to delete the image without saving permanently, use the Delete icon on the toolbar or select **Edit** and then **Delete**. The Delete key on the keyboard will also work in the same fashion.

To print the image, select the **Print icon** or use the Print options within the File menu.

Disk Space Considerations

While the permanent storage of document images is extremely helpful to a facility, ADR disk space should be considered. It is important to note that image quality and file size are directly related. Images scanned as **Text** will use less disk space than those scanned as **Drawing** while those scanned as **Photograph** quality will take up the most space on the ADR. Likewise, Black & White images will use less disk space than Color images. Reducing and cropping the image will also help reduce the size of the file and therefore allow more room for permanent storage on the ADR.

Please contact CPSI Software Support with any questions or to help set up the CPScan function.