

DOCUMENT SCANNING

Scanning in SequelMed is done through Batch Scan window. This window can be accessed from numerous places in the application by clicking **Scan** button.

A list of places where Batch Scan window can be brought up from is as follows:

1. Patient Documents
2. Charge batch Administration
3. Payment Batch Administration
4. Batch Documents
5. Denial Batch Administration batch Documents

After clicking the **Scan** button, user sees the following window. Basic steps to start scanning through SequelMed (assuming that scanner setup has been completed in System Options) is just to click **Start Scan** button after making sure that the scanning settings selected are valid for the current scanning session.

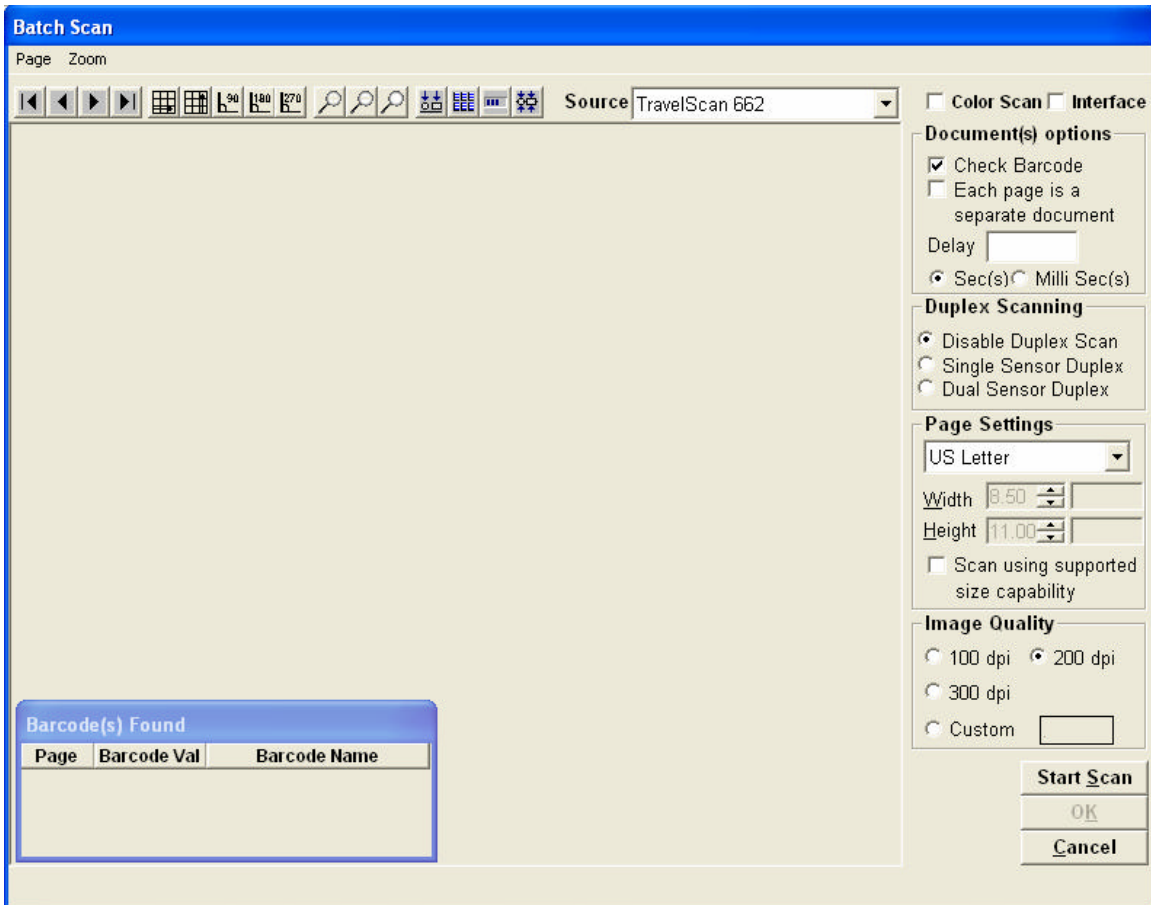
On the Fly Settings

Batch Scan window gives multiple and powerful options that a user can select/change on the fly before starting a new scanning session. These settings range from simple settings like selecting page size to powerful settings like configuring Twain driver options.

Image Manipulation

While at the Batch Scan window, in addition to the on the fly settings, a user can also do Image Manipulation and navigation using the provided toolbar.

Following is the explanation of different settings and features:



Control Name	Description
Color Scan	In order to scan in color or grayscale user can check this checkbox. Color depth during scanning depends upon scanner color settings and system display settings. Note: Please note that the resulting image size will be considerably larger for all color and grayscale images. Typically for color and grayscale images, the image size will be 10 to 20 times larger.
Interface	There are certain Scanning options/properties that can be changed through the scanners provided Twain driver interface. If Interface checkbox is checked before clicking Start Scan button, SequelMed will pull up scanners Twain Driver Interface. Different Twain Drivers have different options that a user can select and depend upon the scanner model, scanner manufacturer and Twain Driver version. The twain Driver Interface that SequelMed brings up before scanning is provided by the scanner manufacturer and is limited to the functionality provided by the manufacturer. There can be certain settings that can be valid for the

	<p>current scanning session only and certain others that are permanent (unless user changes/configures them again). Please consult scanner documentation or contact the manufacturer for more information.</p>
Check Barcode	<p>Check Barcode checkbox is checked by default. This instructs the application to check for bar codes on the scanned documents. If this is unchecked, application will not read the bar codes after documents after scanned (this would mean that all the scanned documents in current batch will be assigned document type unknown if no other document type is manually assigned)</p>
Each Page is a Separate Document	<p>Once checked, application treats each page of the scanned document a separate document. In case of Charge batch, each page will be treated as a separate encounter.</p>
Delay (Sec) Delay (Milli Sec)	<p>A delay (in seconds or milliseconds) can be induced between scanning two consecutive pages to avoid paper jams in scanner. This may or may not be necessary depending upon specific scanner models and their capabilities. Delay can range from 1 to 99 seconds or milliseconds.</p>
Disable Duplex Scan	<p>Selecting this option will disable duplex scanning capability of the scanner in the current scanning session.</p>
Single Sensor Duplex	<p>If the scanner in question is a single sensor duplex scanner (ones that scans one side of the page, flips the page or scanning lamp to the other side and then scan the other side of the page) select this option to enable the application to scan both sides of a page.</p>
Dual Sensor Duplex	<p>Select this option if scanner supports Duplex scanning capabilities.</p>
Page Size	<p>Pre-defined page size can be selected from here.</p>
Page Width	<p>Physical width of the document being scanned.</p>
Page Height	<p>Physical height of the document being scanned.</p>
Scan Using Supported Size Capability	<p>Some scanners will cut of the scanned image after 11 inches even if the paper size is selected to legal (14 inches). In this type of situations select this option.</p>
100 dpi	<p>Scans document/s at 100 dots per inch scanned resolution.</p>
200 dpi	<p>Scans document/s at 200 dots per inch scanned resolution.</p>
300 dpi	<p>Scans document/s at 300 dots per inch scanned resolution.</p>
Custom	<p>Scans document/s at custom resolution.</p>

Start <u>S</u> can	Once the paper is in the scanner ready to be scanned, click this button.
<u>O</u> K	After the application is finished the document/s in the scanner, click OK button to save the documents in SequelMed.
<u>C</u> ancel	If the scanned document/s do not look fine, click the Cancel button to discard the scanned images.
First Page	Click this to go to the first page of a multi page document.
Previous page	Click this to go back one page.
Next Page	Click this to go forward one page.
Last Page	Click this to go to the last page of a multi page document.
Flip Horizontal	Image is flipped horizontally.
Flip Vertical	Image is flipped vertically.
Rotate by 90 Degree	Image is rotated by 90 degrees (starting counter clockwise).
Rotate by 180 Degree	Image is rotated by 180 degrees (starting counter clockwise).
Rotate by 270 Degree	Image is rotated by 270 degrees (starting counter clockwise).
Zoom In	Used to zoom in on a document.
Zoom Out	Used to zoom out on a document.
Magnifier	Used to magnify a specific portion of a document. After clicking it, move the mouse pointer to the portion of a document that needs to be enlarged and click the left mouse button. A rectangle will appear and will have the enlarged image within it.
Fit To Height	Fits the image on available canvas vertically. (you can increase/decrease the canvas size by dragging the horizontal separator up or down.
Fit to Width	Fits the image on available canvas horizontally. (you can increase/decrease the canvas size by dragging the horizontal separator up or down.
Best Width	Application determines the best image display size automatically.
Actual Size	Image is displayed in its actual size.

Source	By default a scanner that is selected as a default scanner in Scanner Options (with system options) is selected here automatically. At the time of scanning, if user wants to select another scanner for the current scan job he can select another scanner as the source.
Page	Serial number of the page/s scanned.
Barcode Value	Value of the barcode that system read on a specific page.
Barcode Name	Name of the barcode read.