

BEAKER SCANNING LAB REGISTRATION DOCUMENTS

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|---|---|---|
| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input checked="" type="checkbox"/> St. Clare Hospital Lakewood, WA | <input checked="" type="checkbox"/> Highline Medical Center Burien, WA | <input checked="" type="checkbox"/> PSC |

PURPOSE

To provide instruction for how to scan all lab registration and/or insurance documentation into the Epic record.

BACKGROUND

All paperwork from the lab registration process or a Patient Request for Release of Lab Results should be scanned into the record and identified. Scanning all relevant documents for the service date assures the best customer service will be able to be provided for future calls

STEPS

1. **One Click Patient:** Select Documents from the Check In window or **Requisition Entry** Select REG and Document tab then
2. Select the corresponding Description box for the patient document that needs to be scanned, once selected the box will turn blue. If the document is not listed go to the blank line at the bottom, select the blank Type of Document box and enter the standard document description then select the Description Box
 - Standard Description Examples: Lab Req, Insurance, Consent for Release, etc
3. Load the documents one at a time into scanner using the proper chute extension based on the document size. Adjust the side guides to the width of the document
4. Select Scan below the Documents table
5. Selecting Scan opens up the Integrated Scanning by Front Office window with buttons for specific type of document you chose in Step 6. For this example choose Scan ID Card to scan insurance card or Scan ANY DOCUMENT if you have a paper copy of the insurance card
6. The document feeds through the scanner and both sides automatically appear on the screen.
7. Delete any unnecessary pages (back side of requisition, ABN, etc) by selecting the page(s) to be deleted, and Delete Page.
8. Select the remaining images (square appears around image when selected).
9. Once selected choose a name such as ID Card, ABN, ANY Document based on the options provided for the image scanned. When scanning an ID card, the document scans with ID card as the name. If you created the document type you will need to free text the document name in the scan window by selecting the document, choose ANY DOCUMENT [0], under Document Type enter (not working will add when fixed), under Document Description enter the date, the document name and OK
10. The document has been scanned as indicated by the check mark through the ANY DOCUMENT box
11. If the images are satisfactory, select Upload Images.
 - You can select Discard Images and rescan here if not desired.
12. Repeat above steps for all remaining documents
13. A paper clip appears to the left of document scanned. To view the document click on the paper clip to open the attachment
14. Once all documents have been scanned Select Finish at the bottom right side of the document window to close the window