

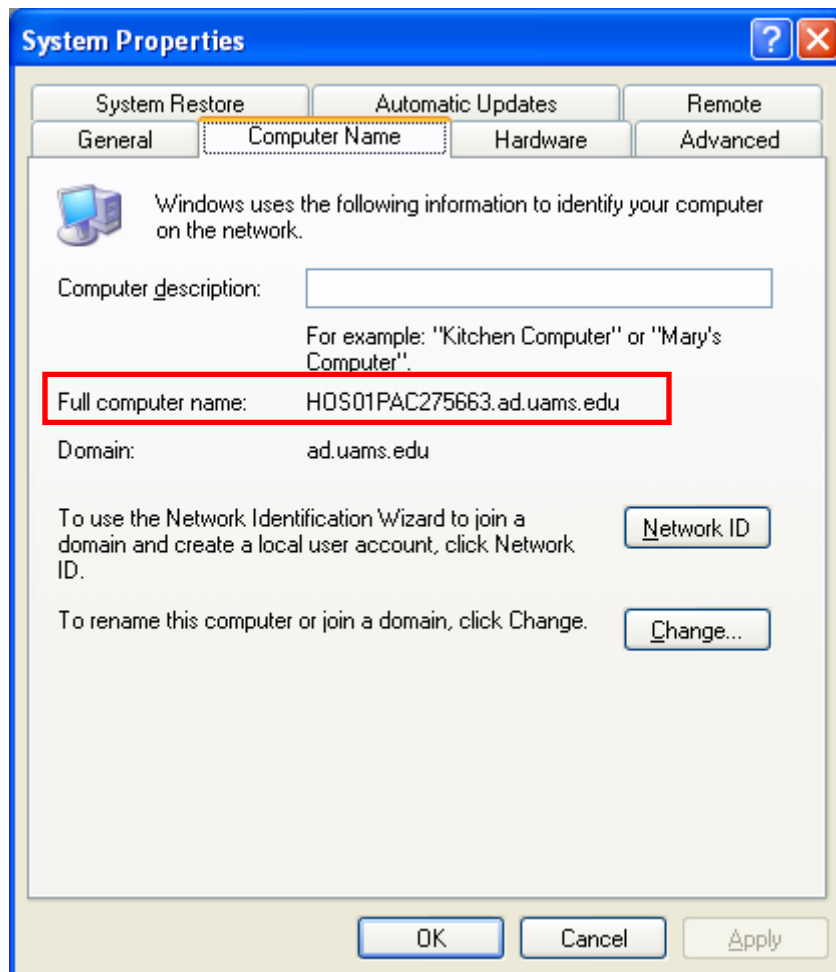
ILE TRAINING FOR REGISTRATION WORKSTATION USERS

Introduction

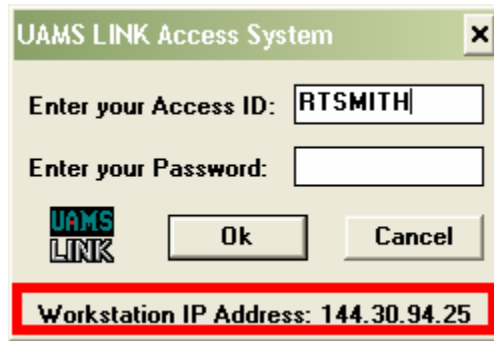
Imaging Link Engine (ILE) is an interface which that allows users to scan documents directly into EPF. With the use of scanners, source documents such as a driver's license, insurance cards, and/or consent forms will be scanned directly into EPF and will be seen on the appropriate Registration Workstation screen. A Medicare card, for example, will appear on the Medicare screen, a driver's license on the patient information screen, etc.

Before obtaining ILE, the user must have access to EPF. Then the ILE software will be loaded on the computer, and the user will be added to the ILE user group. To be added to this group IT must have the following information:

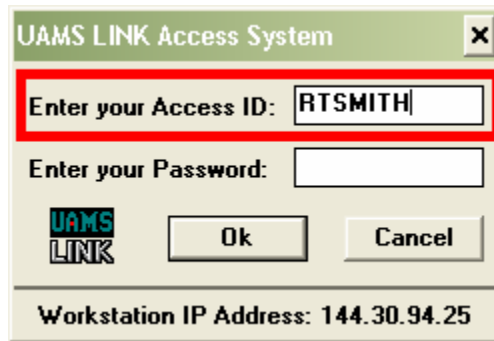
- **Computer name:** Right click on My Computer, go to properties, and click on computer name.



- **Workstation IP address:** Click on Link, and the address is located at the bottom of the box.



- **User sign-on ID:** This is your user Link User ID.



- **Term ID:** Log into MPAC, and the term ID is located at the bottom of the MPAC screen.



Once this information is obtained and ILE is set up, the user will then begin to see pop up windows with the scanned documents on the appropriate Medipac screen.

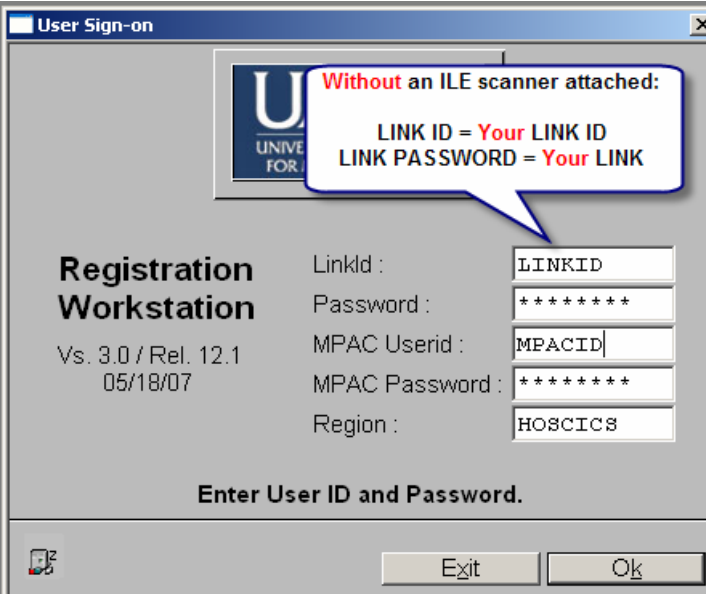
Logging in to Registration Workstation

- Login using the Access ID **STATIC** if you DO share a workstation with other users. The password is **ST1234**.



The screenshot shows a 'User Sign-on' dialog box for the 'Registration Workstation'. On the left, it displays the University of Alberta logo and version information: 'Vs. 3.0 / Rel. 12.1 05/18/07'. A callout box with the University of Alberta logo states: 'With an ILE scanner attached: LINK ID = STATIC, LINK PASSWORD = ST1234'. The form contains the following fields: 'LinkId' (STATIC), 'Password' (*****), 'MPAC Userid' (MPACID), 'MPAC Password' (*****), and 'Region' (HOSCICS). Below the fields is the instruction 'Enter User ID and Password.' and buttons for 'Exit' and 'Ok'.

- Login using your own Link ID if you DO NOT share a workstation with other users.



The screenshot shows a 'User Sign-on' dialog box for the 'Registration Workstation'. On the left, it displays the University of Alberta logo and version information: 'Vs. 3.0 / Rel. 12.1 05/18/07'. A callout box with the University of Alberta logo states: 'Without an ILE scanner attached: LINK ID = Your LINK ID, LINK PASSWORD = Your LINK'. The form contains the following fields: 'LinkId' (LINKID), 'Password' (*****), 'MPAC Userid' (MPACID), 'MPAC Password' (*****), and 'Region' (HOSCICS). Below the fields is the instruction 'Enter User ID and Password.' and buttons for 'Exit' and 'Ok'.

Methods of Scanning Documents

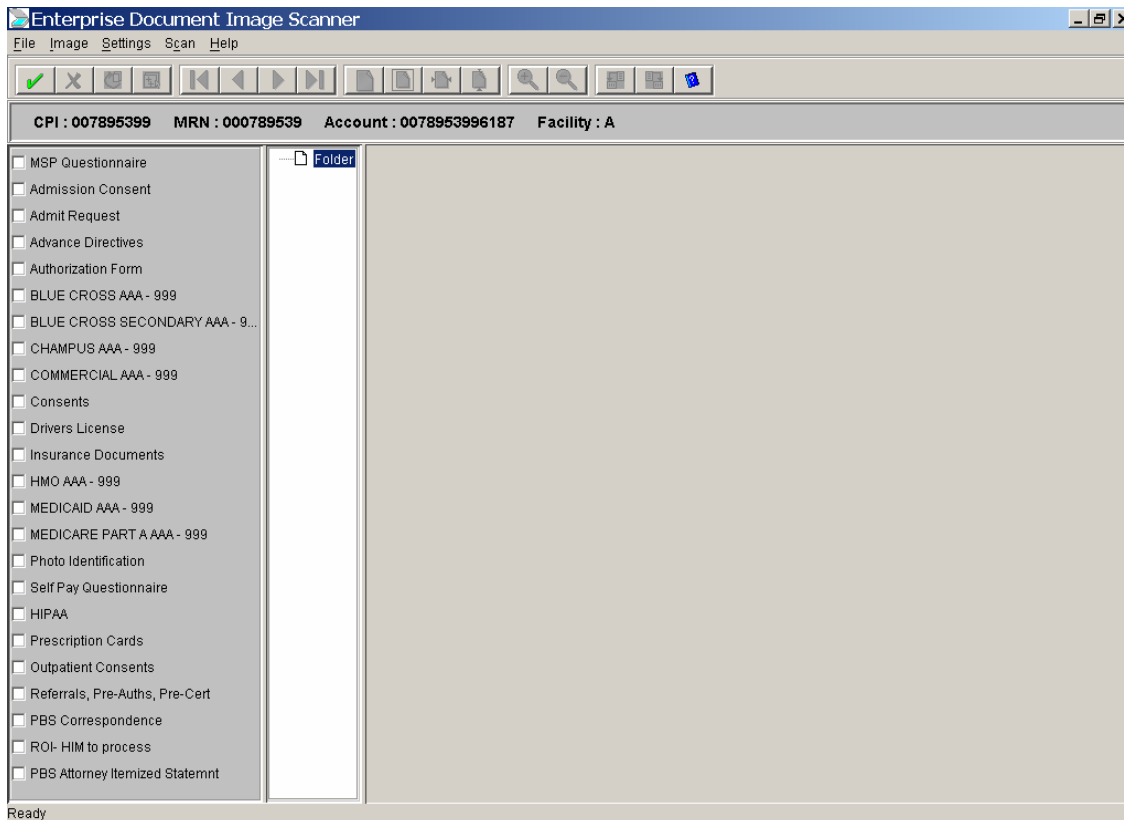
There are two ways to scan documents into Registration Workstation:

1. At the end of the registration/admission process from the Patient Print Profile screen
2. Directly from the Patient Print Profile (PPRF) function. PPRF should be utilized for scanning after the Visit Notification (VSNT).

Scanning at the End of Registration

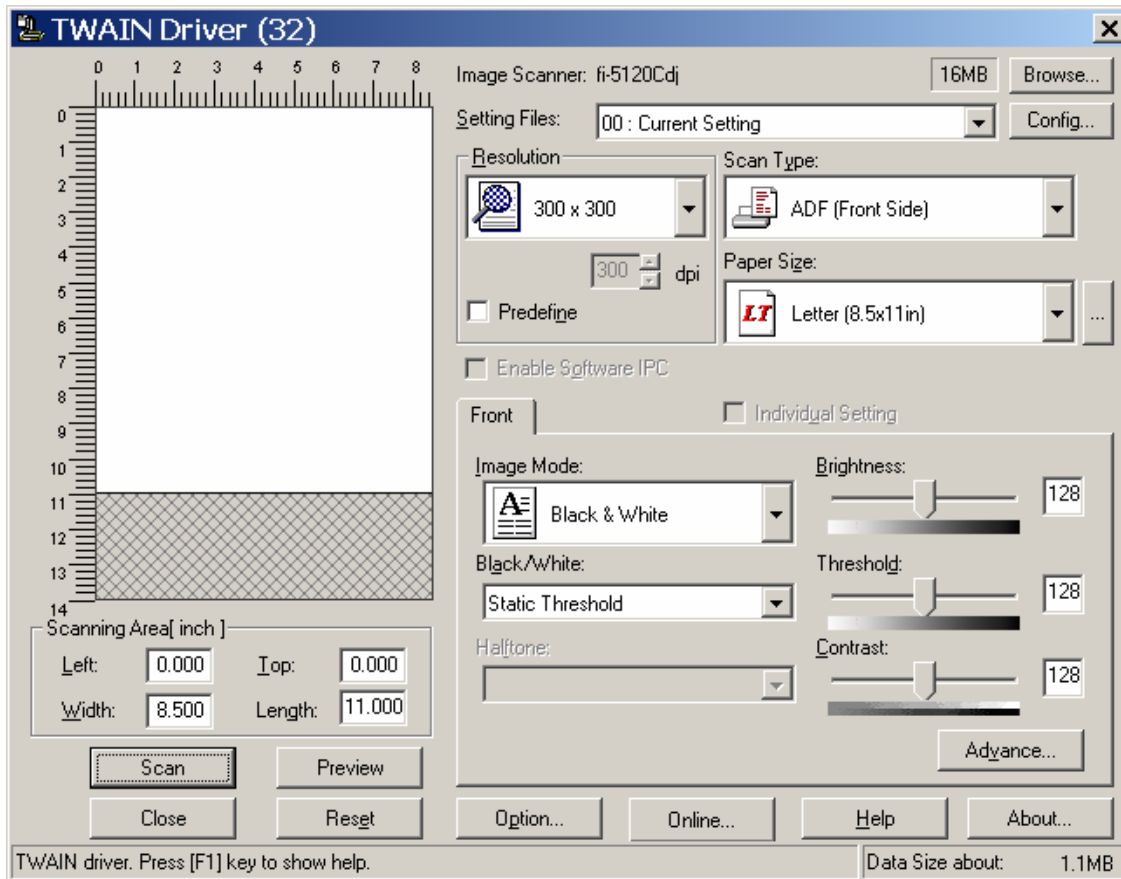
At the end of the Registration Workstation registration process, from the Print Profile screen, the image scanner will prompt the user to select the type of documents to be scanned. The document will be selected from the **ILE Document Tree**. The ILE Document Tree is a listing of folders for documents to be scanned into. It will direct the user to properly select a folder. It is very important to select the proper folder. Refer to ILE Document Tree Worksheet.

ILE Document Tree Screen



After reviewing the ILE Document Tree Worksheet, click the box by the type of document you are scanning. Once the document type is selected the user will be able to scan the document, specifying scan type, paper size, image mode, and resolution.

Scan Window Screen



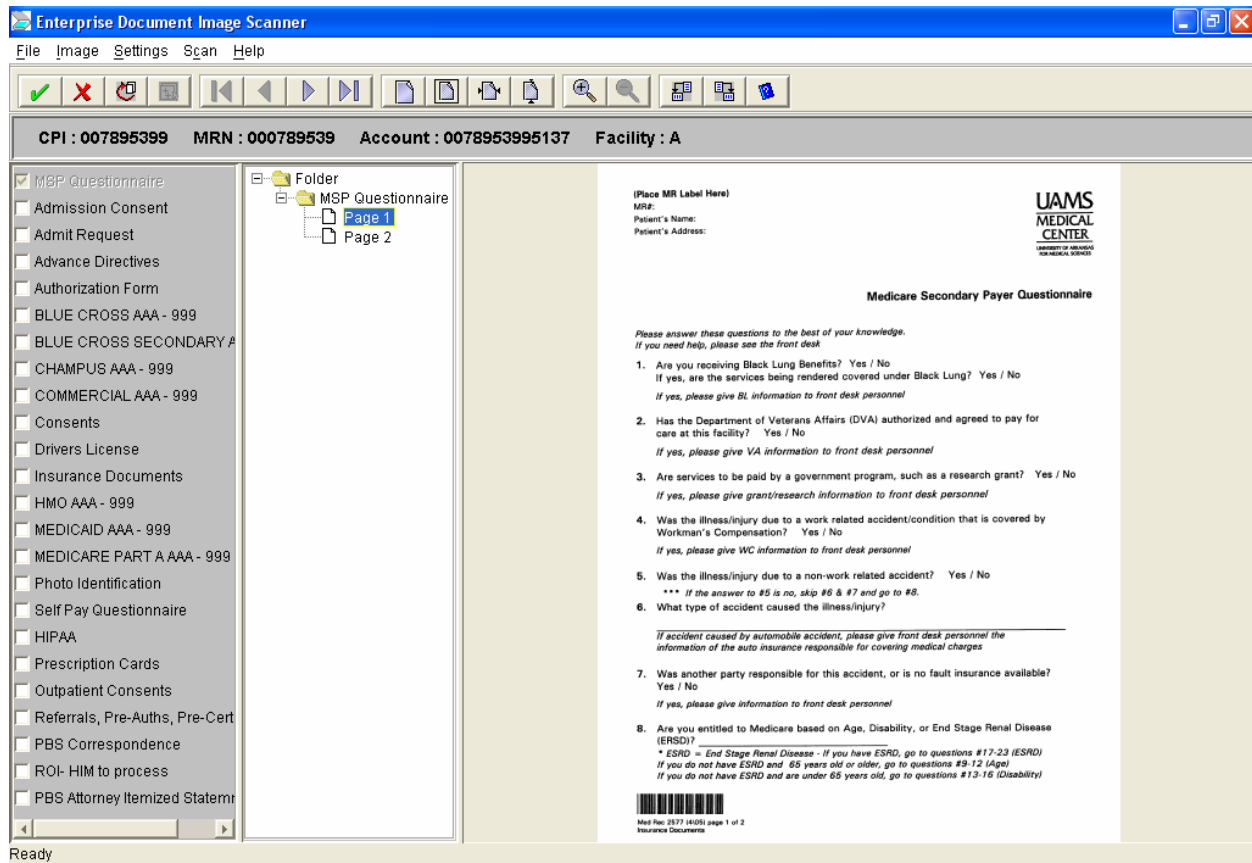
- **Scan Type:** Select the proper scan type based on the paper size and which side of the document will be scanned.
- **Paper Size:** This selection is made based on the size of the document to be scanned. For example, insurance cards and driver's licenses should be scanned with paper size "business card."
- **Image Mode:** This is used to select a black & white scan or a color scan. All images should be scanned in black and white. If the image is not legible, scan in color.
- **Resolution:** Best results are obtained at the default resolution of 200 x 200.

After selecting the scan type, paper size, image mode, and resolution, the document is ready to be scanned. Follow these steps:

- Put the document or card into the scanner face down and upside down.
- Click Scan to begin the scanning process
- The document or card will move through the scanner

After the document is scanned the image should be viewed via the Document Image Scanner screen. Please make sure it is a legible scan before saving. Any other documents that need to be scanned into the patients account can be scanned at this time. To scan another document, pick another document type from ILE Document Tree Screen and repeat the process.

Document Image Scanner



NOTE: Be sure to preview all scans before saving. Rotate the image to the proper orientation before saving, so that it can be viewed properly when retrieved. If a document has been scanned, but is illegible, please rescan the document before saving. When the image is saved it will be available for viewing in the Electronic Patient Folder (EPF). The image will be time and date stamped.

Document Image Scanner Toolbar

While in the document imaging system, move the mouse pointer over any portion of the toolbar to receive a note which describes the function.



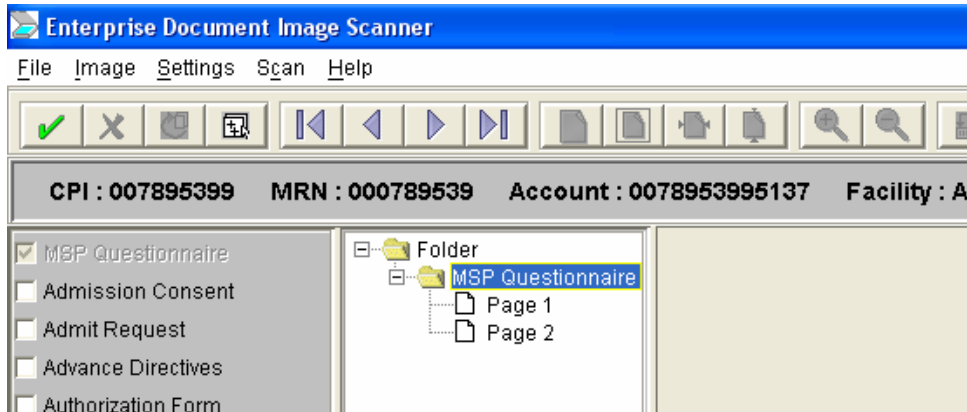
Green Checkmark: saves images and closes the scanning session.

Red X: deletes the selected item from the document tree.

Red Circular Arrow: replaces image of the selected page with the rescanned image.

Adding Pages to a Document Already Scanned

There may be instances in which one page of a document was scanned, and there is a need to scan an additional document. If this occurs, follow the steps below.



1. From the document image scanner screen, highlight the folder in which a page should be added.
2. Click the white box with + signs inside.
3. This will bring the scan window screen back up.
4. Follow directions above to complete the scan.

Scanning from Patient Profile Print in Registration Workstation (PPRF)

1. Go to Patient Profile Print (PPRF) in Registration Workstation
2. Type in a patient CPI number with a visit suffix
3. This will bring you to the Document Image Scanner Screen
4. Follow the scanning directions from above

Other options:

1. Type in PPRF (Enter)
2. Type in Account Number (Enter)
3. Select F-9 (This will take you back to the scanning mode)

Viewing Document List Function

You can view documents which have been scanned to the patient's record as an automatic display or optional display.

Automatic Display: This is an automatic display of an image, such as a driver's license/photo ID, insurance card or authorization card. The automatic display will occur on various Registration Workstation screens. Below is a driver's license which is displayed from the CIPU Person Information 1 screen.

PM - CPI UPDATE - PERSON INFORMATION-1 YA100NZ (CPIU) A A AA 07/24/07 16:51
UAMSTEST, ABBIE J 007895399

CPI#: 007895399 DOB: 03181977 Title: Suffix: Bad Addr?
SS#: 007895399 SEX: F-Female RACE: H-HISPANIC MAR STAT: M-Married Organ Donor
NAME: UAMSTEST, ABBIE J Vip: Risk Code: Cred:
Adr1: 123 W 7TH ST Nation: LANGUAGE: SPA Expired
Adr2: Expired
ZIP: 722110000 State: AR Rlg: Church Code: Expire Date:
City: LITTLE ROCK Desc:
Country: 600 Country: US Prev CPI#:
Phone: 501 9876543 #Alias(es): 2 Driver's Lic#: Med Rec#:
Advance Dir: Date: Exp.Date: State:
Pi: Ph1: 501 5622222 Pi: Ph2: Pi: Ph3: Av Cd: BQ

Maiden Name: Kept?
Mom's Maiden Name: Registration Date:
Mailing Name:

CORPORATE LEVEL USER BY G B

VIEW DOCUMENTS REQUEST PASSED TO IMAGE MANAGER

Enterprise Document Image Viewer - Ready
- Driver License -
Ready

Alias Emp Hx Com Hx Adr Hx Adr Updt OK

Optional Display: In addition to the automatic display, a field called **Doc List** is available. Doc List is only available in update functions CPIU, PATU, and INHU. If viewing documents using this image, place an X beside Doc List, and press enter.

PM - CPI UPDATE - PERSON INFORMATION-1 YA100NZ (CPIU) A A AA 07/24/07 16:41
UAMSTEST, ABBIE J 007895399

CPI#: 007895399 DOB: 03181977 Title: Suffix: Bad Addr?
SS#: 007895399 SEX: F-Female RACE: H-HISPANIC MAR STAT: M-Married Organ Donor
NAME: UAMSTEST, ABBIE J Vip: Risk Code: Cred:
Adr1: 123 W 7TH ST Nation: LANGUAGE: SPA Expired
Adr2: Expired
ZIP: 722110000 State: AR Rlg: UMC Church Code: Expire Date:
City: LITTLE ROCK Desc:
Country: 600 Country: US Prev CPI#:
Phone: 501 9876543 #Alias(es): 2 Driver's Lic#: Med Rec#:
Advance Dir: Date: Exp.Date: State:
Pi: Ph1: 501 5622222 Pi: Ph2: Pi: Ph3: Av Cd: BQ

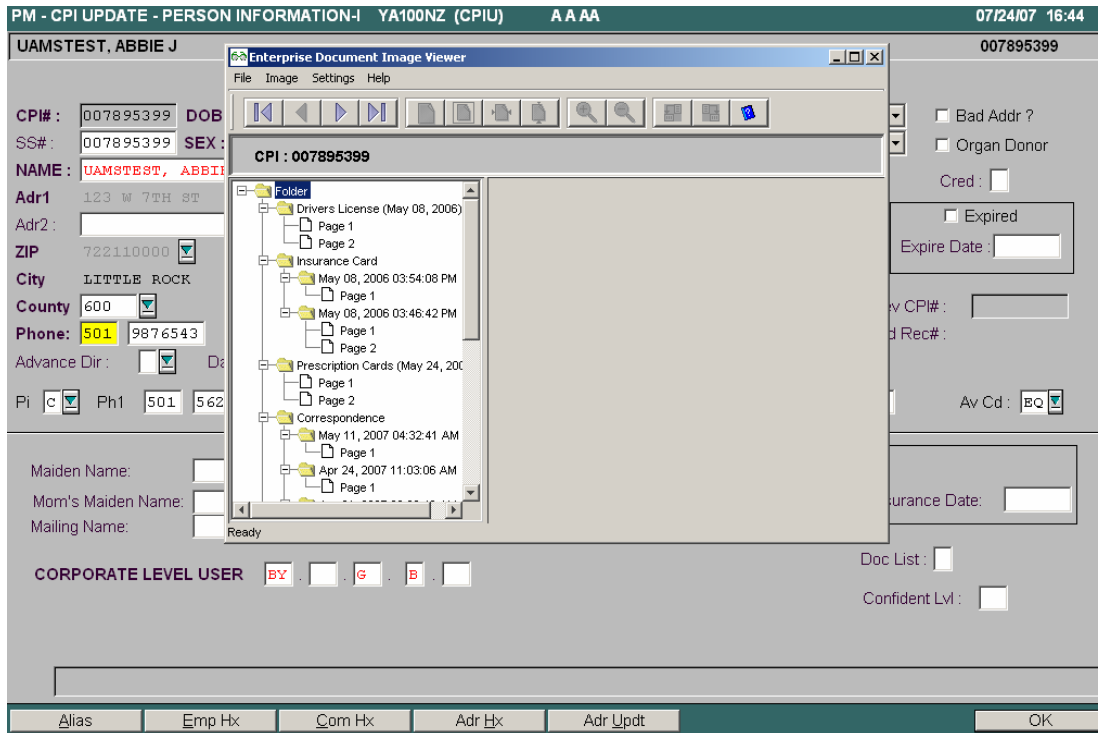
Maiden Name: Kept?
Mom's Maiden Name: Registration Date: Insurance Date:
Mailing Name:

CORPORATE LEVEL USER BY G B

Validate:
Registration Date: Insurance Date:
Doc List: Confident LV:

Alias Emp Hx Com Hx Adr Hx Adr Updt OK

After pressing enter, the document image viewer will display all documents which have been scanned into the patient's account.



Area Specific Process for Scanning

Different areas may scan different types of documents. Each area should decide which documents will be scanned using ILE and which documents will be sent to HIM for scanning into EPF.

When documents are scanned into ILE, the originals should be marked or stamped as scanned. It is recommended that scanned documents be kept for a short period of time in case of interruption of the scanning system. If interruption of ILE occurs, please notify Help Desk immediately in order to ensure timely resolution of any problems. After the specified amount of time established by your area, all documents should be destroyed.