

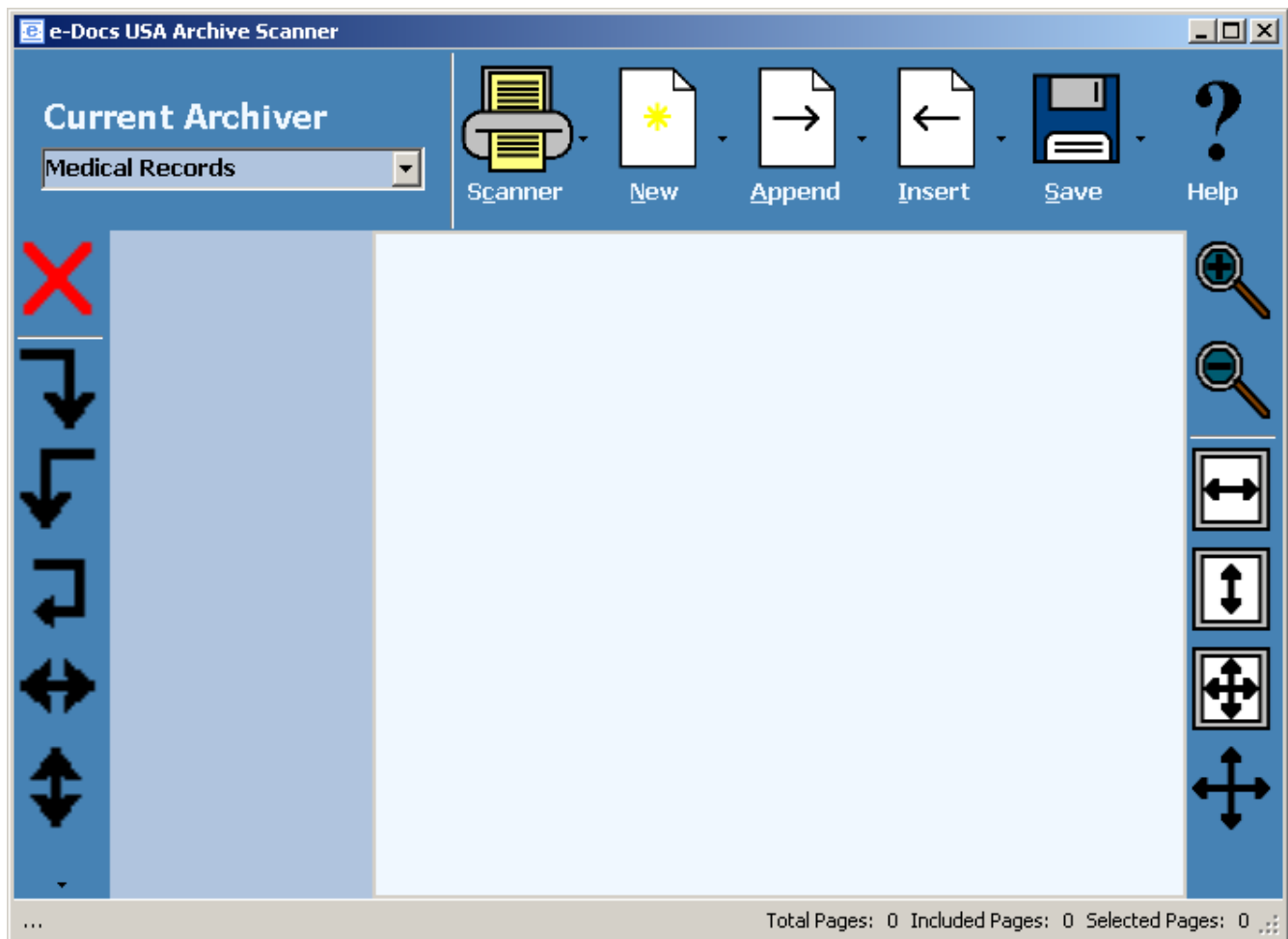
..e·Docs USA

*~Integrating People & Technology~*

**Healthcare Scanning Solution**

# Scanning

## 1 *Launch the e-Docs USA Archive Scanner Application*



## 2 *Insert your record into the scanner and click “New>From Scanner”*

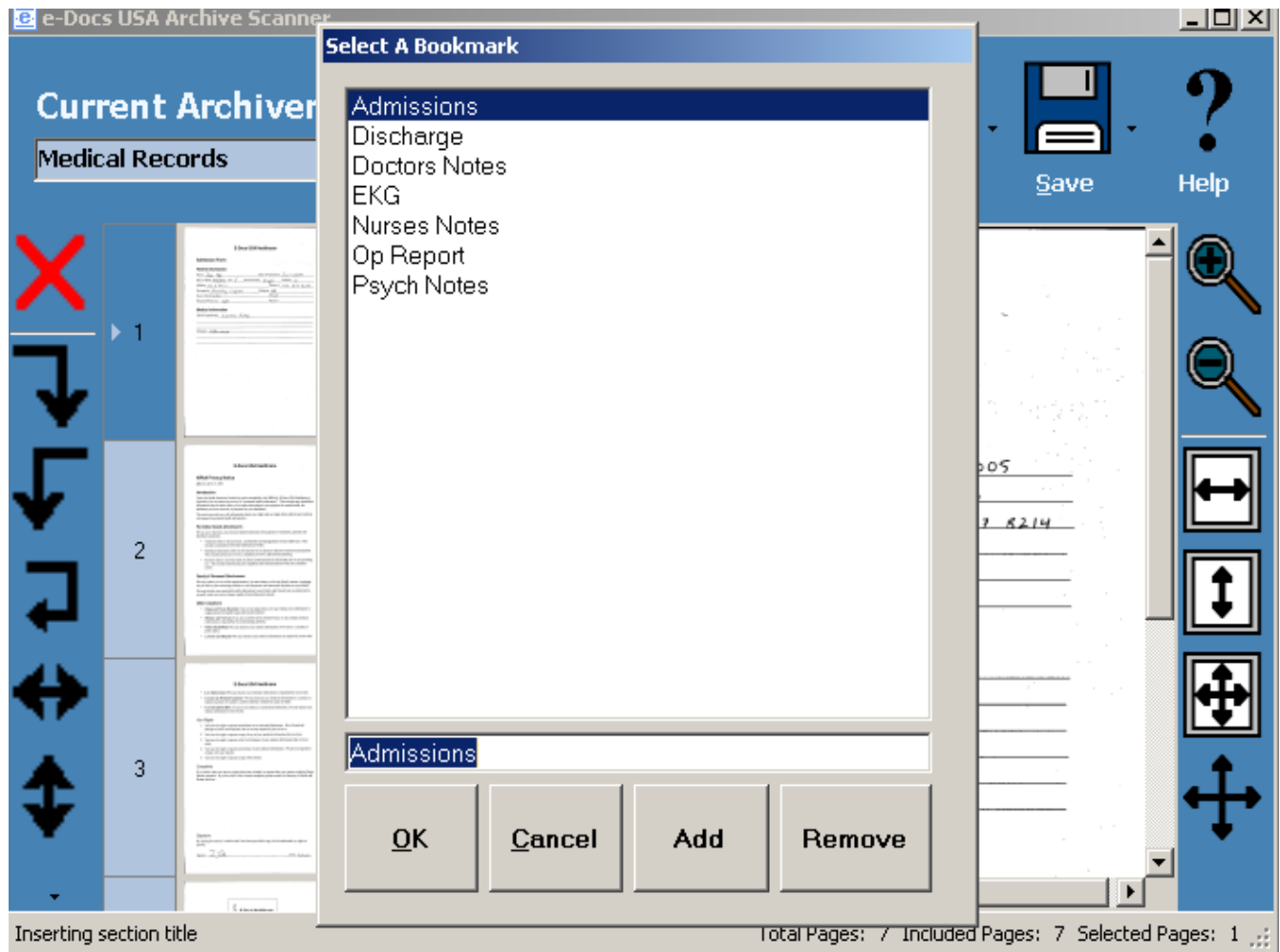
## 3 *Select the correct scanner settings and click “Scan”*

4 Make any needed adjustments (insert, remove, append, rotate, etc).

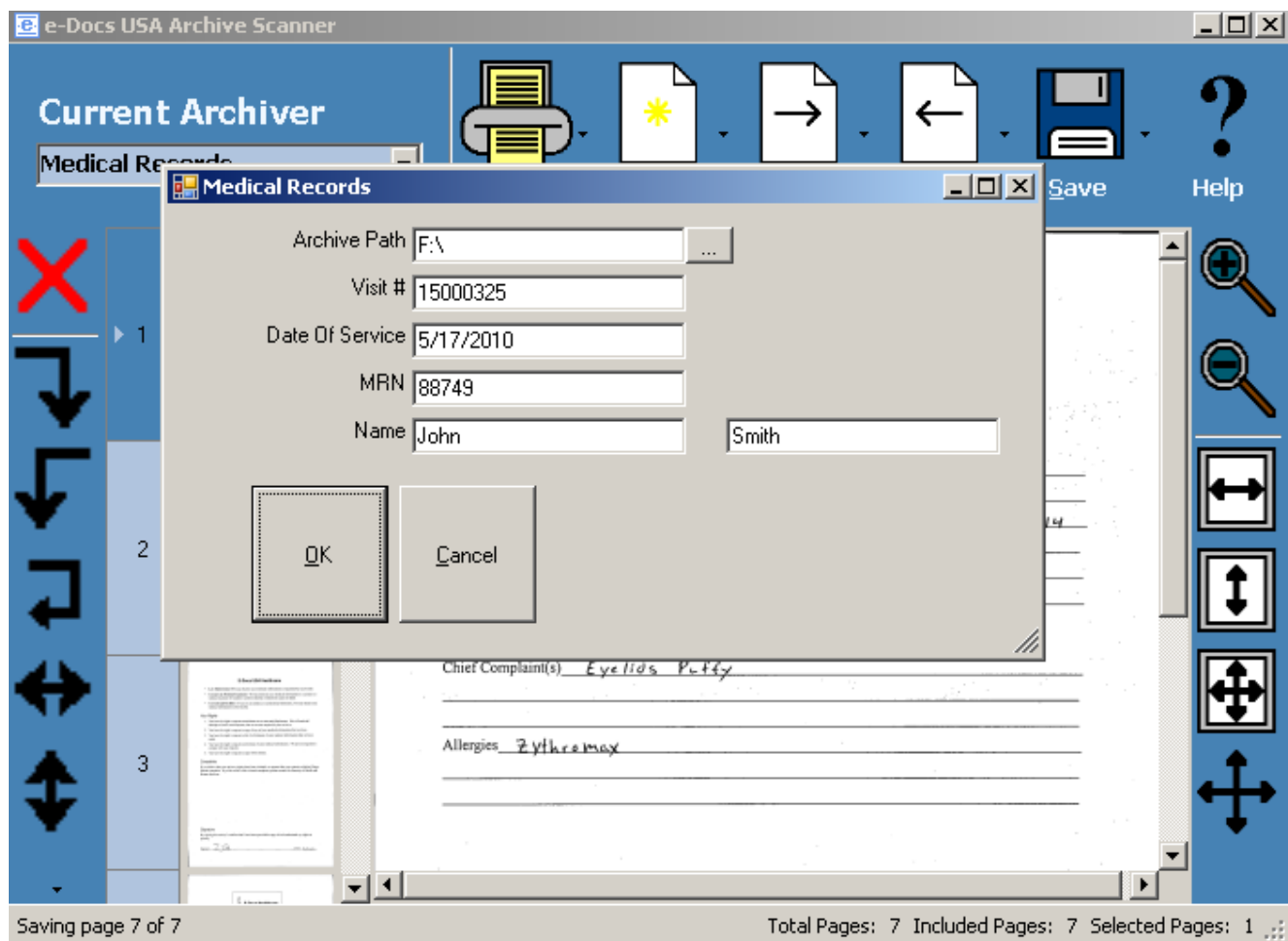
The screenshot shows the 'e-Docs USA Archive Scanner' application window. The title bar reads 'e-Docs USA Archive Scanner'. The main interface is divided into several sections:

- Current Archiver:** A dropdown menu currently set to 'Medical Records'.
- Toolbar:** Contains icons for 'Scanner' (printer), 'New' (yellow star), 'Append' (right arrow), 'Insert' (left arrow), 'Save' (floppy disk), and 'Help' (question mark).
- Document List:** A vertical sidebar on the left shows three document thumbnails. The first thumbnail is marked with a large red 'X'. Navigation arrows are visible next to the thumbnails.
- Main Document View:** Displays a scanned document titled 'E-Docs USA Healthcare Admission Form'. The form contains the following information:
  - Patient Information:**
    - Name: Jane Doe
    - Date of Admission: Jan 1, 2005
    - Date of Birth: 4/15/1978 Sex: F Marital Status: Single Children: 0
    - Address: 113 E Main Phone #: 555 877 8214
    - Occupation: Recording Engineer Religion: N/A
    - Next of Kin/Guardian: \_\_\_\_\_ Phone#: \_\_\_\_\_
    - Personal Physician: N/A Phone #: \_\_\_\_\_
  - Medical Information:**
    - Chief Complaint(s): Eyelids Puffy
    - Allergies: Zythremax
- Right Sidebar:** Contains zoom in (+) and zoom out (-) icons, a 'Fit Width' button, and four different crop/resize icons.
- Status Bar:** At the bottom, it displays 'Append complete' on the left and 'Total Pages: 7 Included Pages: 7 Selected Pages: 1' on the right.

**5 Add bookmarks where needed by selecting a page and clicking "Insert>Bookmark"**

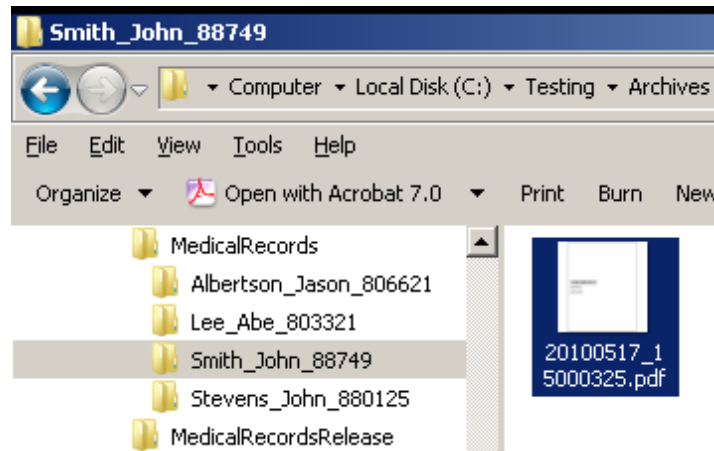


6 Once the document is complete, click "Save>To Archive"

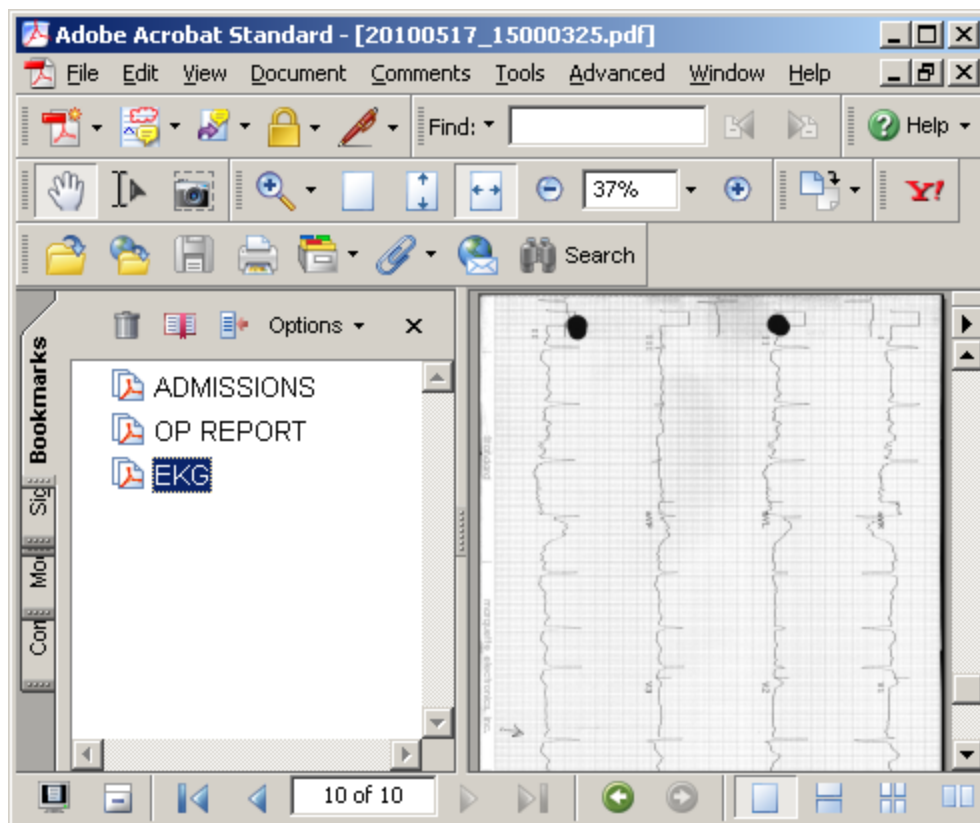


# Viewing

## 1 Browse to the archive using Windows Explorer ®



## 2 Double click the file to open it in your PDF reader



## More Information

A video demonstration of this and other solutions is available online at:  
<http://www.edocsusa.com/media.shtm>

For a customized demo or for further information, please give us a call.



*e-Docs USA, LLC*

*www.edocsusa.com*

[sales@edocsusa.com](mailto:sales@edocsusa.com)

*Montana Office: (406) 723-8721*

*California Office: (650) 369-4661*

*Fax: (406) 258-0778*