EDCO POC Scanning Tip Sheet

- After logging into QUEST/Citrix click on Solarity Scan POC icon

- Select your practice location from the drop down selection > you will only need to select your location once. The system will retain this information. If you are in a float position or work in multiple practice locations you will need to change this to correctly reflect the location of the records.

Click on Use Single Sign-on
You will select your scan batch based on the type of records being scanned.

**POC** > used for batches that contain documents for multiple patients.

Recommendation to scan multiple small batches (25-30 pages) throughout the day.
POCCHART > used for a batch that contains multiple pages for one patient

Example – medical records belonging to one patient from an outside provider/hospital

POCCOLOR > used when a color document requires scanning in color.

Example - Wound images

POCIMPORT > Used to import medical records belonging to one patient from a CD

POCLEGAL > Only to be used when a document is larger than a standard 8x10 document.

STAT > limited to documents that need to be accessible within one hour.

Scan staff will be notified via email that a document was scanned as a STAT
EDCO POC Scanning Tip Sheet

General Instructions:

1. To scan

Select the appropriate batch type

Count and enter the number of pages in your batch. Small frequent batches throughout the day are recommended. If you have a two sided document, please include that in your count.

Type in your phone number - If there are questions about your documents, HIM may need to contact you.

NOTE: Those attributes with a * require a value to be entered at this time.

Batch Attributes

- Page Count*: number of pages in batch
- Phone Number*: your phone number

Click on scan

2. After batch scan

Review images using thumbnails to left of screen. Make sure the number of images on the screen matches the number you entered after logging on. Ensure images are clear and not skewed on page or coroners of images are bent covering clinical information.
EDCO POC Scanning Tip Sheet

If you identify a blank page in your thumbnails > click on that image, place the original in scanner > click on Replace

Batch Scanning
EDCO POC Scanning Tip Sheet

Newly scanned page will replace blank image.
If you identify a page is missing > place missing page in scanner > click on Insert

Scan  Insert  Replace  Delete  Invert  Import

12  13  14
Click on Delete to remove a scanned page

Click on YES to confirm deletion

Are you sure you want to delete the selected page(s)?

Yes  No

Do not use Invert

When ready to submit batch write batch number on post it attached to batch (if there are question about the documents HIM may need to contact you. We will always ask you to retrieve by the Batch number)

Click on Scan
POCIMPORT > Type in your phone number and click on File Import

**NOTE:** Those attributes with an * require a value to be entered at this time.

Ready
Locate file on CD
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Images will begin to load/visible on screen > thumbnails on left side of screen, individual page on right side.

Batch Scanning

Click on Send when entire file has loaded and each page is visible on screen (thumbnails)