Document Scanning

January 2020
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Document Scanning and 2D Barcodes

This document outlines the process for scanning documents such as hard copies, medication reviews, and other documents that pertain to the patient record. Many documents in Kroll version 10 include 2D barcodes that, when scanned, inform the system of which patient or prescription the document pertains to.

Sample 2D Barcodes

The following section includes sample hardcopies with scannable 2D barcodes. The 2D barcodes on hardcopies appear in the top right corner and the 2D barcodes on MedsCheck Annual reviews in the bottom right corner.

2D barcode on a hardcopy:
Scanning Hardcopies

This section outlines the process for scanning a hardcopy. It explains how to process successfully scanned hardcopies as well as how to process hard copies that must be manually reconciled.

1. From the Start screen, select **File > Configuration > Store > Labels > Barcodes** and ensure all 2D Bar Coding items except Receipt is checked.

2. Fill Rxs throughout the day, saving the hardcopies and ensuring each have been signed by a pharmacist.
3. When you are ready to begin scanning the hardcopies, select Utilities > Printed Document Scan/Import.

4. The Import Scanned Documents window will appear.

**NOTE:** You can scan multiple hardcopies at once if you have the Fujitsu fi-6130 scanner. All other scanners will only allow you to scan 1 page at a time.
5. Place the hardcopies face down on the scanner hopper. Check **Scan both sides of paper** box if you are scanning any hard copies with information on both sides (only if your scanner supports dual side scanning). Click **Start Scanning**.

6. When scanning is complete, the number that appears next to **To Process** indicates the number of Rxs that were scanned successfully. The number that appears next to **To Reconcile** indicates the number of Rxs that were not scanned successfully, and will need to be manually reconciled.

7. Click **Process** and **Reconcile**.
8. The Document Scan Reconciliation window will open. Items in the To Process list appear in the Documents to be created section, and items in the To Reconcile list appear in the Unprocessed Images section.

9. If all Rxs were scanned successfully and appear in the Documents to be created section, click the Process Pending Documents button. Click Cancel to close the window.

The scanning process is now complete.
Reconciling Unprocessed Images

This section outlines the process for reconciling unprocessed images.

1. From the **Document Scan Reconciliation** window, highlight scanned hardcopy in the **Unprocessed Images** list and click **Create New Document**.
2. Select Script Image from the Document Type dropdown menu and Hardcopy from the Image Type dropdown menu. Enter the Rx number in the Rx Number field and click Lookup.
3. The Rx Num, Date, Patient, Drug, and Doctor fields will auto-populate, and the unprocessed image Type will be set to Script Image. Highlight the line item and click Save and Proceed to Next.
4. The hardcopy will appear in the **Documents to be created** list.
5. If you wish to add the image to a current document, **click Add this image to the current document.** This will result in the current document having 2 pages.
6. Complete the above steps for all other items in the **Unprocessed Images** list. When you are finished, click **Process Pending Documents**. Click **Cancel** to close the window.

The scanning process is now complete.
Viewing Hardcopy / Rx Image from F12 Screen
The scanned Hardcopy / Rx Image can be viewed from the main F12 screen.

1. From the main F12 screen, select Rx Images from the right side Rx panel.
2. The **Rx Images** window appears. Select **Script Image** tab to view scanned image of the original written prescription.

![Rx Images window](image)

3. Click **Print Script Image Report** to print the selected Script Image if desired.
4. Select **Hardcopy** tab to view the scanned hardcopy.
Scanning MedsCheck Reports

This section outlines the process for scanning MedsCheck Reports. It explains how to process successfully scanned MedsCheck Reports as well as how to process MedsCheck Reports that must be manually reconciled.

1. When all the MedsCheck Reports for the day have been signed and you are ready to begin scanning, select Utilities > Printed Document Scan/Import.

2. The Import Scanned Documents window will appear. Place the MedsCheck Reports face down on the scanner hopper. Check Scan both sides of paper box if you are scanning any reports with information on both sides (only if your scanner supports dual side scanning). Click Start Scanning.
3. When scanning is complete, the number that appears next to **To Process** indicates the number of MedsCheck Reports that were scanned successfully. The number that appears next to **To Reconcile** indicates the number of MedsCheck Reports that were not scanned successfully, and will need to be manually reconciled.

4. Click **Process and Reconcile**.

   The **Document Scan Reconciliation** window will open. Items in the **To Process** list appear in the **Documents to be created** section, and items in the **To Reconcile** list appear in the **Unprocessed Images** section.
5. If all the MedsCheck Reports were scanned successfully and appear in the Documents to be created section, click the Process Pending Documents button. Click Cancel to close the window.

The scanning process is now complete.
Reconciling Unprocessed Images

1. From the **Document Scan Reconciliation** window, highlight a MedsCheck Report in the **Unprocessed Images** list and click **Create New Document**.
2. Select **Patient Document** from the **Document Type** dropdown menu, search for the **Patient** associated with the MedsCheck Report by clicking the F3 and click **Lookup**.
3. The **Patient Name**, **DOB**, **Address**, **City** and **Province** fields will auto-populate, and the unprocessed image **Type** will be set to **Patient Document**. Select **Meds Check** from the **Report Type** dropdown menu and click **Save and proceed to next**.
4. The MedsCheck Report will appear in the Documents to be created list. If you wish to add the image to the current document, click Add this image to the current document button.
5. The **second image** is added to the current document and the page number totals to two pages.
6. Complete the above steps for all other items in the **Unprocessed Image** list. When you are finished, click **Process Pending Documents**. Click **Cancel** to close the window.

The Scanning process is now complete.
Viewing Scanned Images Linked to a Patient

The scanned image document can be viewed from the Patient Profile.

1. From the Patient Card, select Documents from the right side Patient panel.
2. The **Patient Document List** window will appear with all the documents associated to the selected patient. Double click the document you want to view.
3. The **Edit Patient Document** window will appear. You enter comments in the **Comments** section if you wish. To view the document, select **Actions > Open**.
The document will display:

4. Click **Save** to save the changes.

5. Click **Cancel** to close the window.