

DOCUMENT IMAGING



NOBLE HOUSE
The Comprehensive RemedySM

DOCUMENT IMAGING

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1 Document Imaging

This section introduces you to the Document Imaging feature of Noble*Direct.

Because Document Imaging requires Noble*Direct for Windows, you must set up Noble*Direct before using Document Imaging. Please refer to the documentation for Noble*Direct for Windows for assistance.

This section covers the following topics:

- Overview
- Setup
- Accessing Document Imaging
- Scanning or Importing Documents
- How Documents Are Stored

Overview

The Document Imaging feature of Noble*Direct allows you to store and manage digital copies of the documents important to your practice such as Certificates of Medical Necessity or Doctor's Order Forms. It can also be used to store and manage images such as photos of patients. Any digital image that can be scanned or imported can be incorporated into Noble*Direct via the Document Imaging feature and associated with a specific record in your Noble*Direct master files. For example, you could scan a photograph and associate it with a particular patient. Once an image is scanned or imported, it is accessible from within Noble*Direct via the associated master file record. It is also directly accessible via Windows Explorer if you have a need to use the image for other purposes.

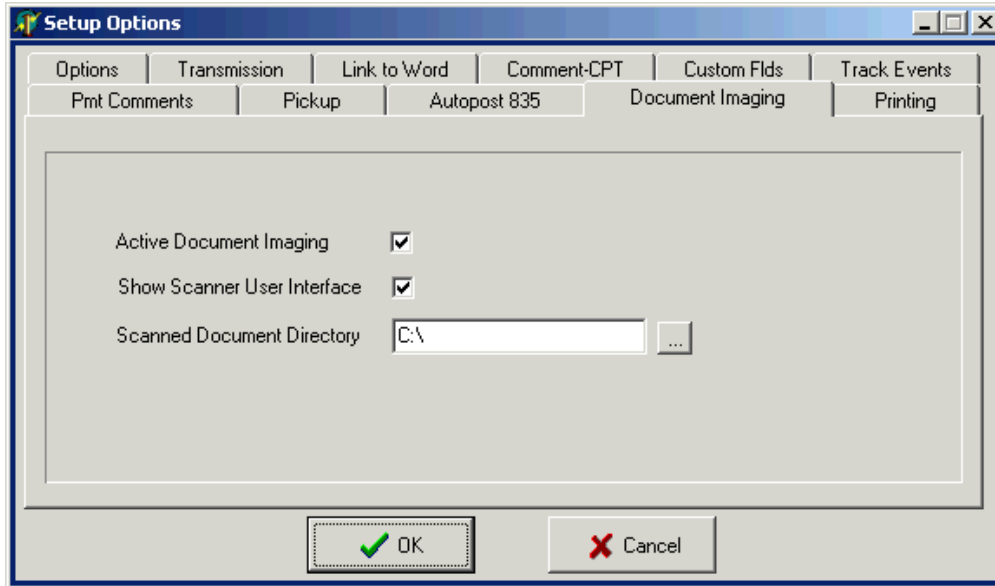
In order to use the Document Imaging feature of Noble*Direct, you must have a twain-compliant scanner attached to your computer.

Setup

To begin using Document Imaging, you must first activate the feature, tell Noble*Direct the types of image categories you will be scanning or importing, and provide some information about these categories. For example, you might want to set up an image category called "Certificate of Medical Necessity" so that all your CMN images have the same characteristics. Or, you may wish to set up two types of photo categories, one for color photographs and one for black and white photographs.

To Activate Document Imaging:

1. From the Utilities menu in the Noble*Direct main window, choose Configuration Options and then choose the Setup command. The system displays the Setup Options window.
2. Select the Document Imaging tab.



3. Click the Active Document Imaging checkbox.
4. Only click the second checkbox if you wish Noble*Direct to display the user interface associated with your scanner. This is not necessary and usually not recommended.
5. If you wish to name the top-level folder that Noble*Direct will use to store your images, enter a name in the text box or click the button to browse and select a folder.
6. Click OK; the system saves your settings.

NOTE: The very first time you launch Noble*Direct, the system will display the screen below. Please enter the registration code and click Register. For help, call or email Technical Support (954-418-0829, support@nobledirect.com).



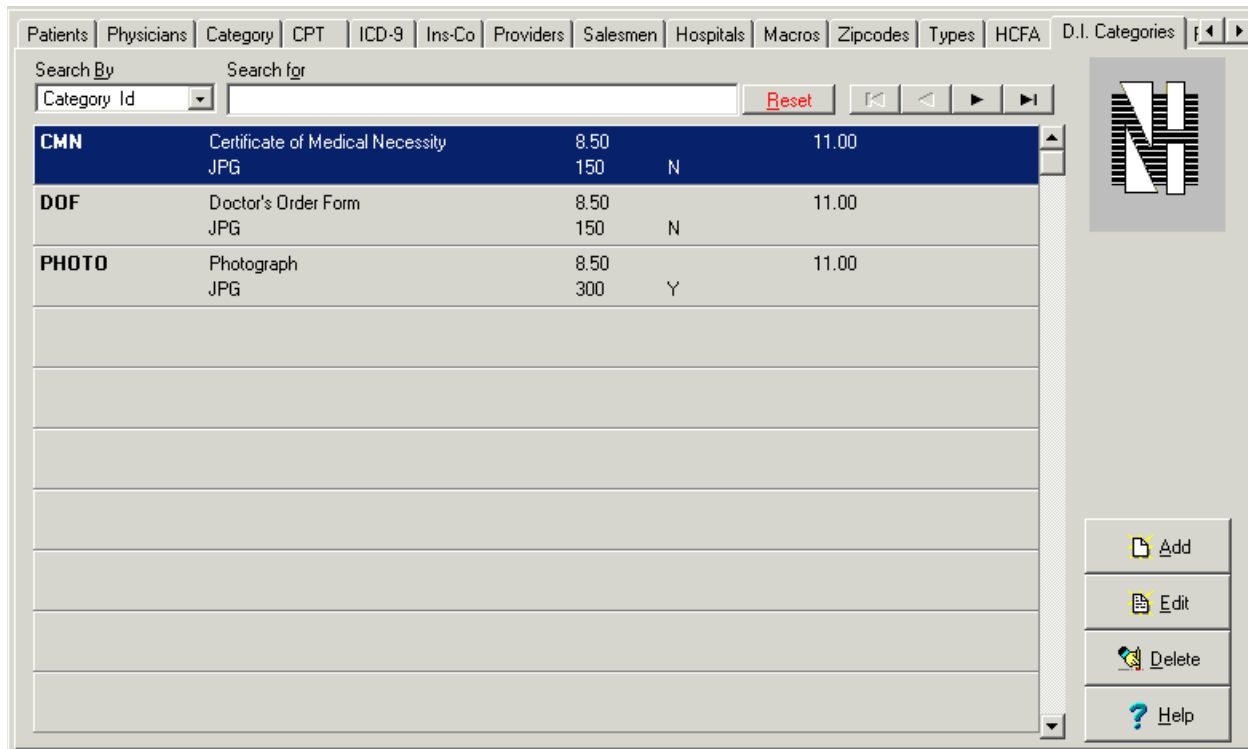
To Setup Image Categories:

1. From the File Maintenance menu in the Noble*Direct main window, choose the Document Imaging Categories command.

-or-

Access the File Maintenance functionality from the quick menu, and then click on the D.I Categories tab.

The system displays the Document Imaging Categories dialog box.

**To add a document imaging category:**

1. Press the Add button.
2. Complete the fields in the Document Imaging Category Maintenance window. For more information on the fields in this window, see Document Imaging Category Maintenance Window.
3. Press the Save button in the Document Imaging Category Maintenance window; the system saves your changes.

To edit a document imaging category:

1. Select the document imaging category that you want to edit by clicking on it.
2. Press the Edit button.
3. Change the information in the fields in the Document Imaging Category Maintenance window, as necessary. For more information on the fields in this window, see Document Imaging Category Maintenance Window.
4. Press the Save button in the Document Imaging Category Maintenance window; the system saves your changes.

To delete a document imaging category:

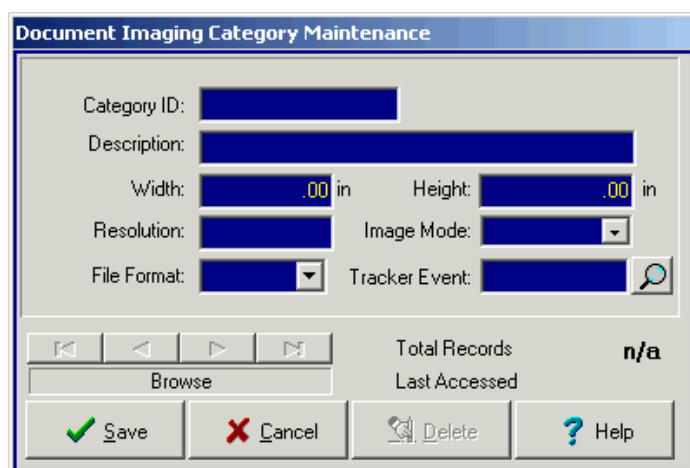
1. Select the document imaging category that you want to delete by clicking on it.
2. Press the Delete button.
A dialog box confirms that you want to delete this document imaging category . Press the Yes button if you do.

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Note: If the document imaging category is still in use somewhere in the software, the deletion will not be allowed. To perform the deletion, you must first find the occurrences of the insurance company and assign new values to those fields.

Document Imaging Category Maintenance Window

The Document Imaging Category Maintenance window appears when you add or edit a document imaging category. When you save the document imaging category information from this window, the required fields that are incomplete are highlighted in red. Each field in this window is explained here.



Category Id - An identifier that uniquely identifies this document imaging category (e.g., CMN for Certificate of Medical Necessity). This identifier can be a maximum of ten letters and / or numbers.

Description - The descriptive name of the document imaging category.

Width - The width in inches of the images in this category.

Height - The height in inches of the images in this category.

Resolution - The resolution (e.g., dots per inch or DPI) of the images in this category. Photos typically have a resolution of 300 DPI; for documents a good resolution is 150 DPI).

Image Mode - Whether the image will be black and white, grayscale (i.e., shades of gray) or color.

File format - The type of file in which the images in this category will be stored. Options include JPG, BMP, or PNG. We recommend JPG as that is the most efficient of the three formats available.

Tracker Event - If you wish, create an event to track in Noble*Tracker.

Total Records - The total number of category entries in the database.

Last Accessed - The date last modified.

NOTE: You can use the VCR buttons to browse the various Document Imaging Category entries.

Accessing Document Imaging

There are two ways to access the document imaging window of Noble*Direct. You can either scan or import an image once you have positioned yourself on a particular record (e.g., a patient, doctor, etc.) in the Noble*Direct master files, or you can access the Document Imaging window directly, if you want to scan or import multiple images at one time.

The following File Maintenance screens enable you to scan or import an image and associate it with a particular record:

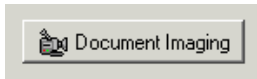
- Patients
- Physicians
- Insurance Company
- Providers
- Salesmen
- Hospitals
- Practices

The following Inventory screen enables you to scan or import an image and associate it with a particular record:

- Item Maintenance

To scan or import an image from a particular record:

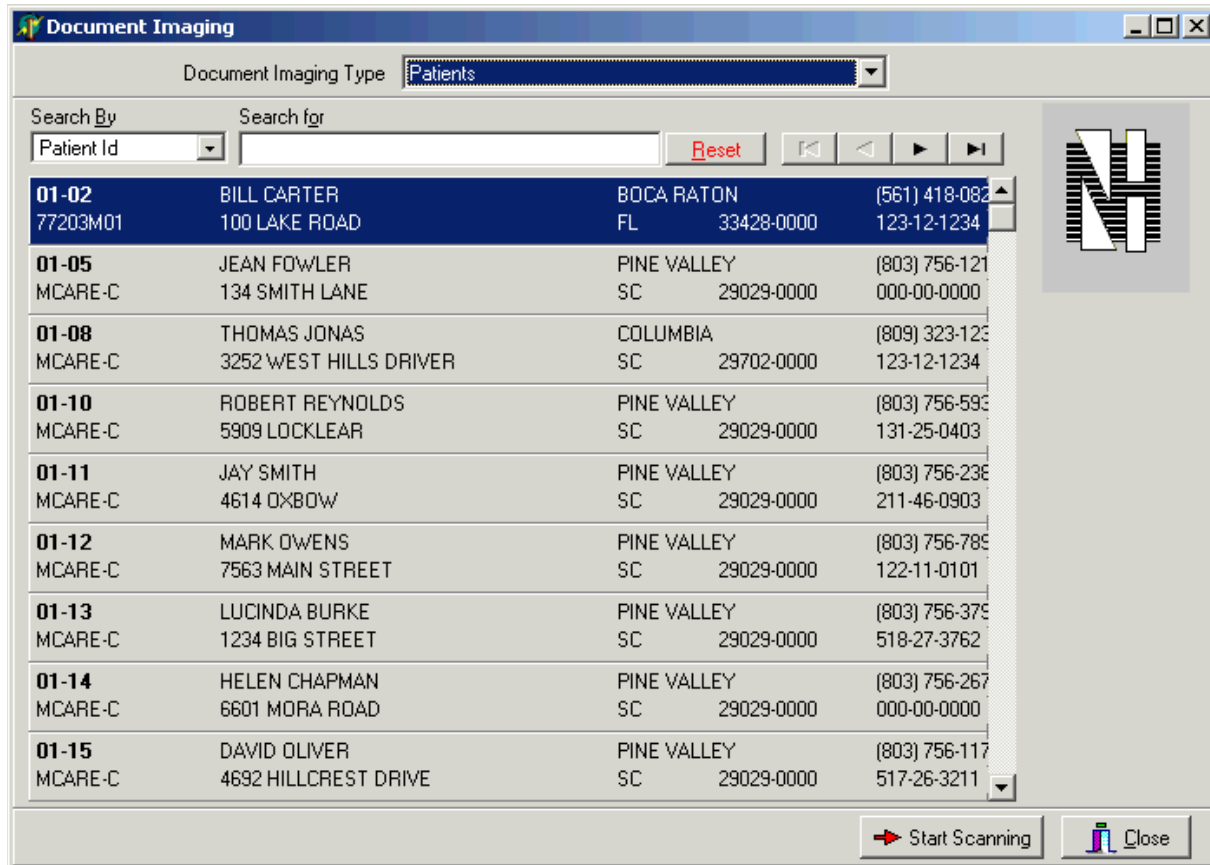
1. From the File Maintenance or Inventory menu in the Noble*Direct main window, find the proper master file type (e.g., Patients, Physicians, etc.) and then locate the record for which you would like to scan or import an image.
2. For that record, click the Add or Edit button; the system displays the appropriate Maintenance window.
3. Locate and click the Document Imaging button.



The system displays the Document Imaging Scanning Window. For more information on this window, see Document Imaging Scanning Window.

To scan or import a number of images:

1. From the Utilities menu in the Noble*Direct main window, choose the Document Imaging command. The system displays the Document Imaging window.

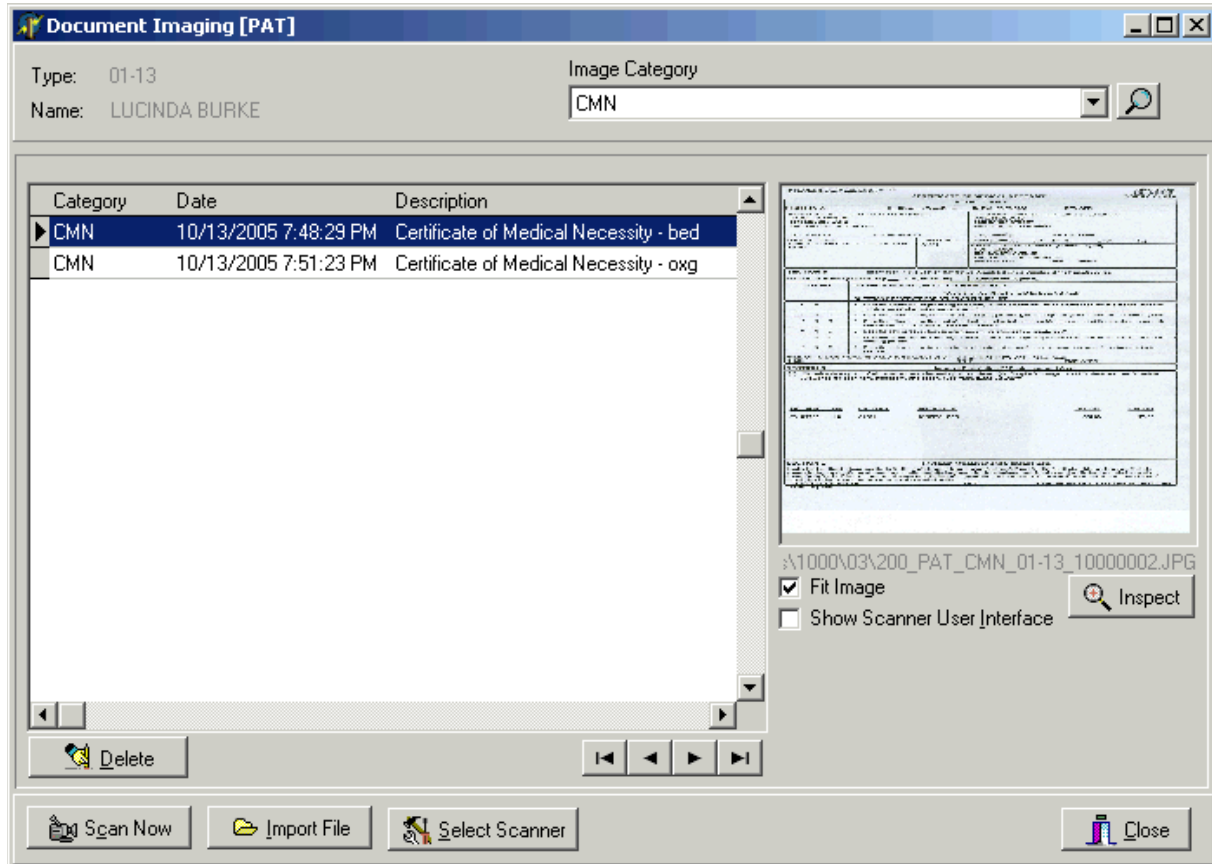


2. Select the Document Imaging Type from the drop down at the top of the screen; the system displays the records for the type you selected. Available types are:
 - Patients
 - Physicians
 - Insurance Company
 - Providers
 - Salesmen
 - Hospitals
 - Practices
 - Item Maintenance
3. Select a record to associate with the image by clicking it; then click the Start Scanning button. The system displays the Document Imaging Scanning Window. For more information on this window, see Document Imaging Scanning Window.
4. When you are done scanning or importing that image and you wish to scan another image, simply repeat the process of selecting a type and a record and clicking the Start Scanning button.
5. Click Close when you are done.

Scanning or Importing Documents

Document Imaging Scanning Window

When you click the Document Imaging button from selected Maintenance screens or from the Document Imaging screen, the system presents the Document Imaging Scanning Window. You can use this screen to scan, import, and manage your document images.



Managing Images

To select an Image Category:

1. Choose the Image Category from the dropdown list or the magnifying glass; the system displays the images of that category (e.g., CMN, PHOTO) for the selected record.

To preview an image:

1. Click on the image name in the list in the left of the window; the system previews the image on the right. You may also use the VCR buttons to browse the images. To see a scaled, reduced version of the entire image, click the Fit Image checkbox.
2. If you wish to open an image in another application (e.g., Paint), click the Inspect button; the system will launch the application associated with that file type.

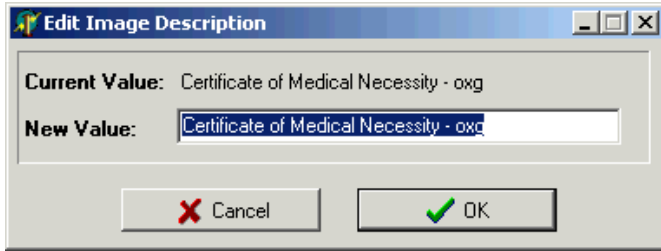
To delete an image:

1. Click on the image name in the list in the left of the window and click the Delete button; the system deletes the image.

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To change the name of an image:

1. Double-click on the name; the system displays the Edit Image Description dialog.



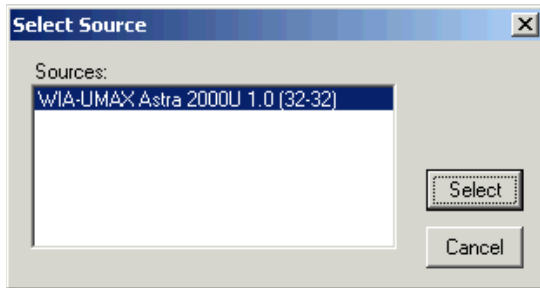
2. Edit the name and click OK; the system changes the name.

NOTE: Only click the second checkbox if you wish Noble*Direct to display the user interface associated with your scanner. This is not necessary and usually not recommended.

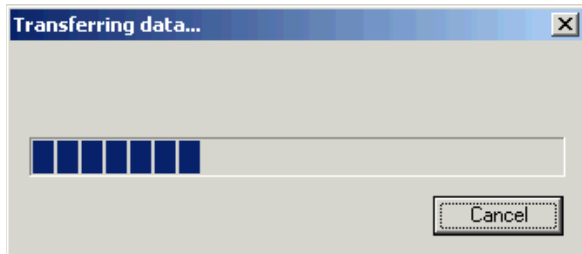
Scanning Images

To scan an image:

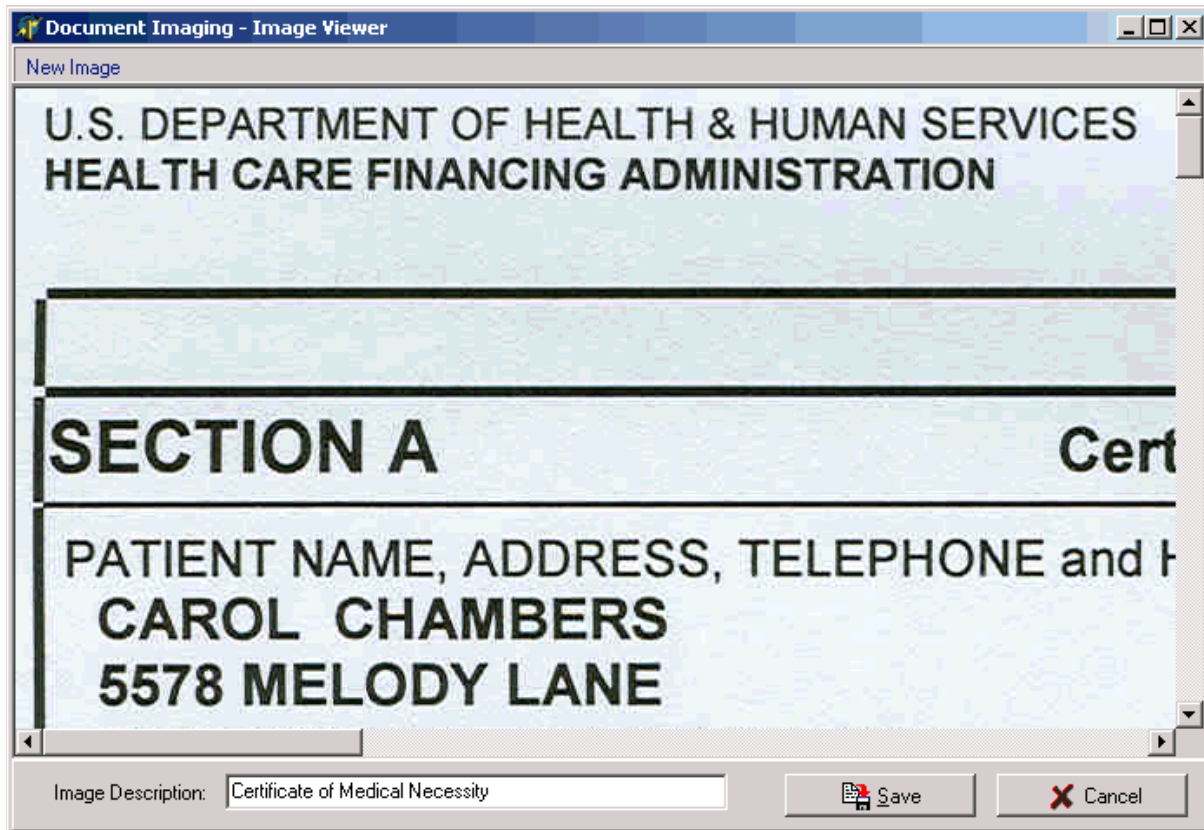
1. If you have not already done so, click the Select Scanner button; the system displays the Select Source dialog. Click on your scanner and click Select. You are now ready to scan.



2. Select the proper Image Category for the type of image you are scanning.
3. Place your document in the scanner.
4. Click the Scan Now button; the system begins scanning the document and displays the Transferring data message.



- When scanning is complete, the system displays the Document Imaging - Image Viewer window which shows you the details of the image.

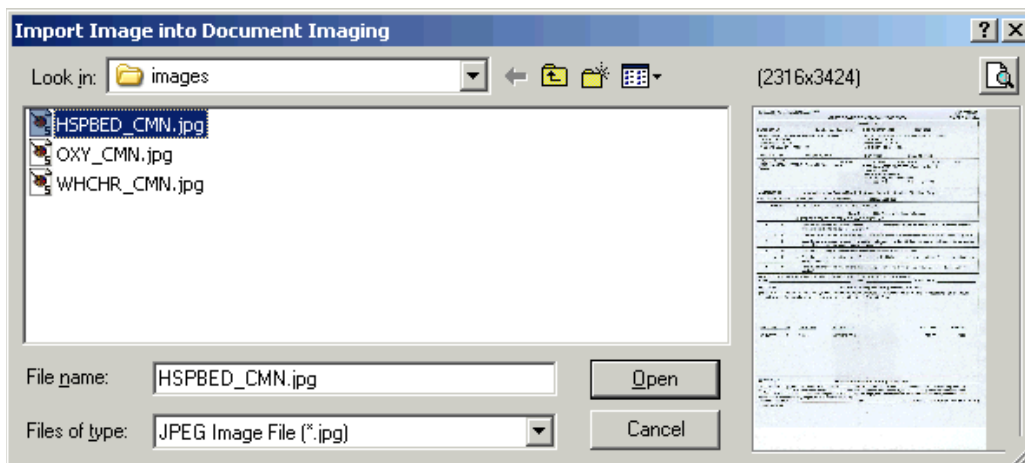


- If this is the image you wish to save, enter a description in the Image Description text box and click Save; the system imports the image and displays it in the image list in the Document Imaging Scanning window in the proper Image Category.

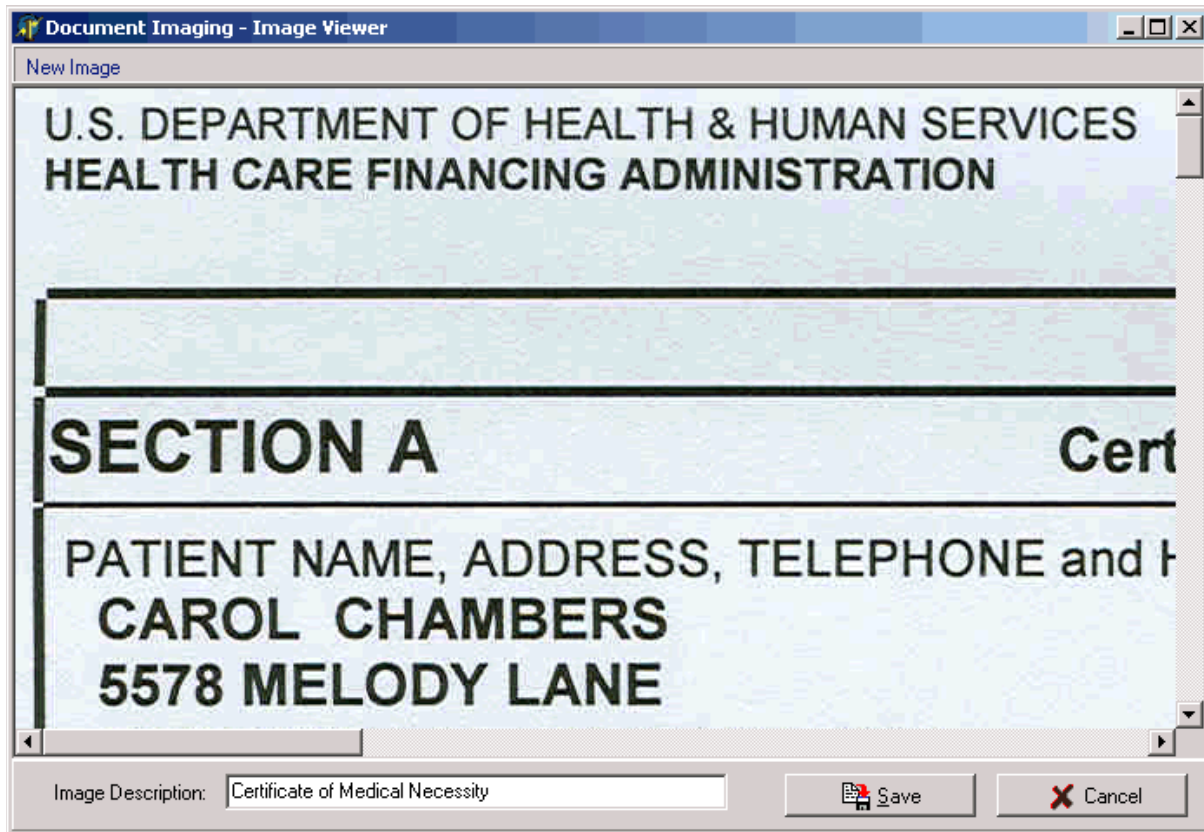
Importing Image Files

To import an image file:

- Click the Import File; the system displays the Import Image into Document Imaging dialog.



2. Select the image file you wish to import and click Open; the system displays the Document Imaging - Image Viewer window which shows you the details of the image.



3. If this is the image you wish to save, enter a description in the Image Description text box and click Save; the system imports the image and displays it in the image list in the Document Imaging window.

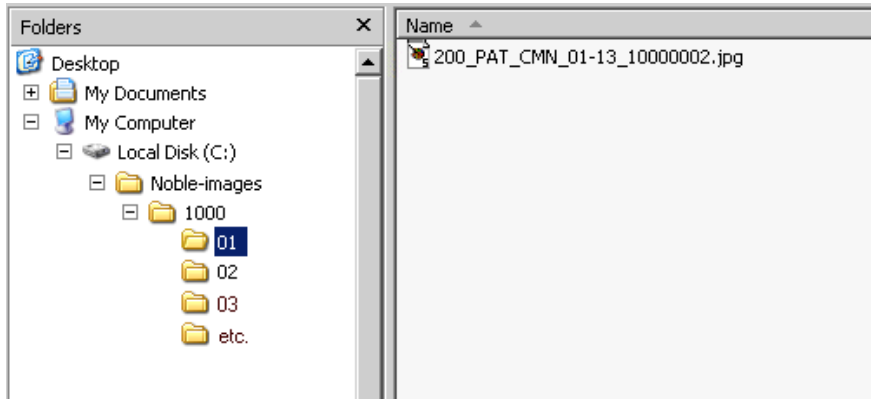
To return to the Document Imaging Window:

1. Click either the Close button or the Select Image Parent button.

How Documents Are Stored

Document Imaging stores the files you scan or import in a certain way on your hard disk. During setup, if you specified the top-level folder that Noble*Direct uses to store your images, that is where the images will be stored. If not, they will be in a folder located in the default Noble*Direct directory on your hard drive.

Inside the top-level folder are other folders starting with number 1000. Inside that folder are other folders, numbered 01 to 25. Document Imaging stores 400 images in each of these folders, putting one image in folder 01, the next image in folder 02, etc., until all 25 folders contain 400 images. Then, Document Imaging creates a higher level folder (e.g., 1002) and starts filling it in the same manner. In this way, large numbers of images may be stored with no impact on your computer.



Note also the way in which Document Imaging constructs the name of each image.

For the image **200_PAT_CMN_01_13_10000002.jpg**:

200 – Practice ID

PAT - the Document Imaging Type (e.g., Patient)

CMN - the Image Category

01_13 - 01_13 – Master File ID

10000002 - an assigned number

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