

# I N D I V I C A

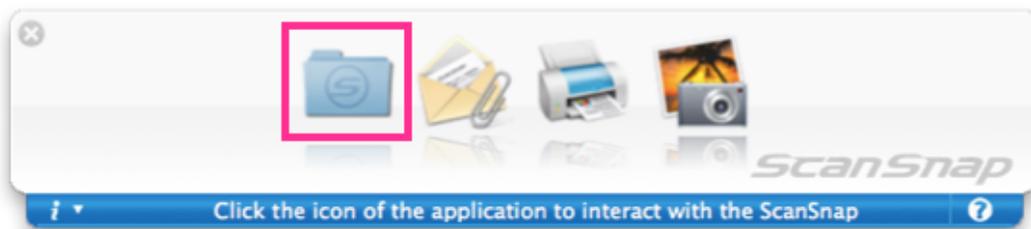
## Documents in OSCAR

Putting a scanned document into a patient's chart can be broken down into three tasks: *scanning* a copy of the paper-document, *uploading* the newly scanned document into OSCAR, and *assigning* it to the correct patient's chart.

This document assumes you are using the *Fujitsu ScanSnap S1500(M)* scanner. If you are using a different scanner, you may need to do additional or different steps to get the same result.

### I. Scanning a Copy

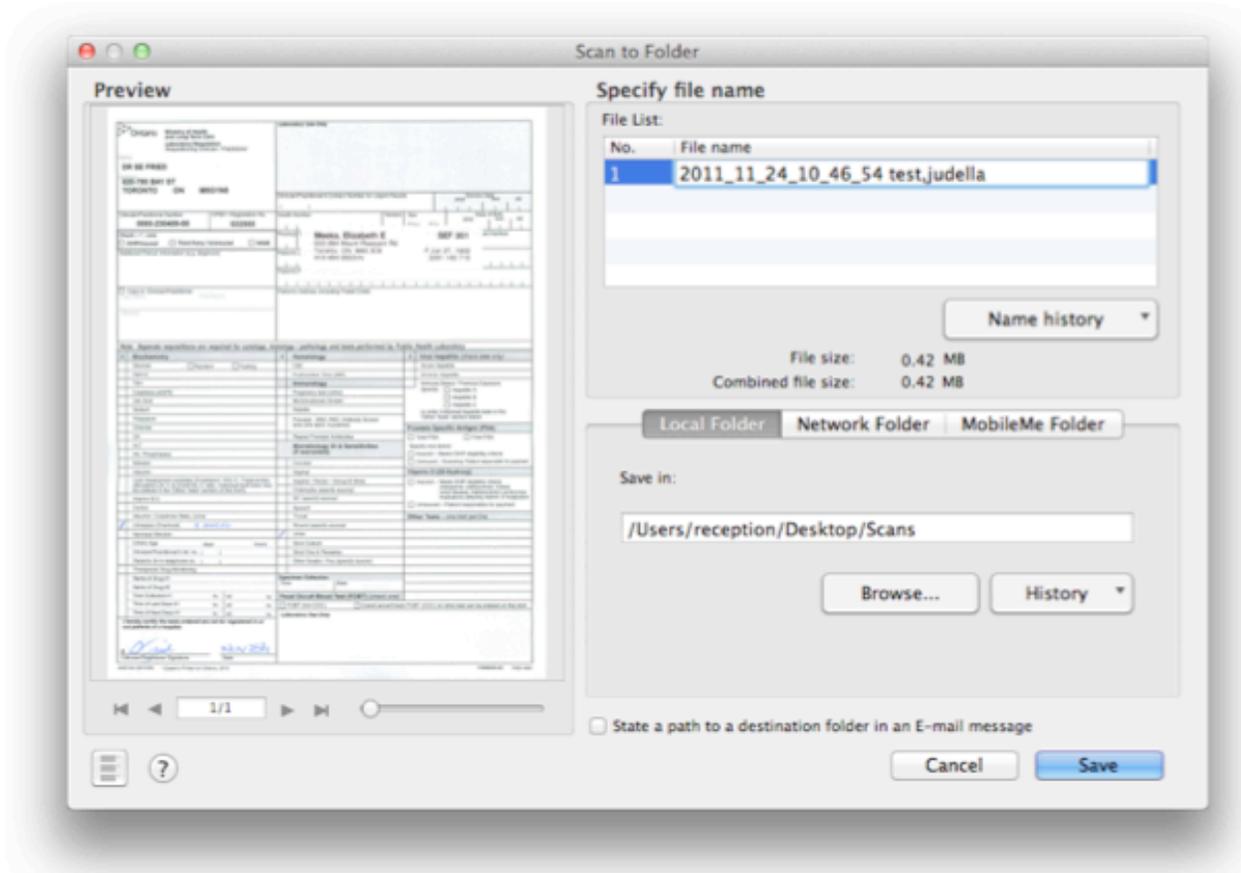
1. Open the scanner. This turns it on.
2. Load the pages for the document you want to scan top down and face down.  
Note: If this is not done, your documents may be scanned upside-down.
3. Press the blue Scan button on the scanner. The scanner will process through the pages one at a time.
4. When all the of the pages have been scanned, the SnapScan Organizer will open. Choose Scan to Folder.



5. The Scan to Folder menu will load. Note the file name and save destination. Click Save.  
Note: You may change the file name. It is recommended that you add the patient's name to the end of the file name. For example, change "2012\_19\_06\_15\_45\_54" to "2012\_19\_06\_15\_45\_54 test,judella".  
Note: You can change the save destination under "Save in:". Be sure your file is saving to "... /Desktop/Scans".

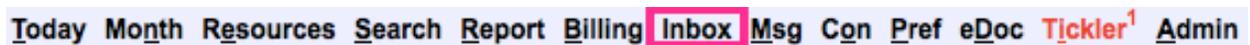


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## II. Uploading Documents into OSCAR

1. Click Inbox on the OSCAR main page.



2. Click Doc Upload. A new window appears.



3. Click Send to Provider. Choose your own name from the list.  
Note: Forgetting this step results in the document being placed into the Unclaimed Inbox. This can be accessed by clicking Search and choosing Unclaimed as the Provider.



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**Add Multiple Documents**

+ Add files...   Start upload   Cancel upload   **Send to Provider:** Hibbert Julius

4. Click Add Files... then choose the file(s) to be uploaded.  
Note: You can select multiple files and upload them all at once. To select multiple items on a Mac, hold Command and click on the items; on a windows machine, hold Ctrl and click on the items.
5. Click Start upload.  
Note: If you have selected a file by mistake, you can use the “cancel” icon to remove it from the list prior to uploading.

**Add Multiple Documents**

+ Add files...   **Start upload**   Cancel upload   **Send to Provider:** Hibbert Julius

2012_19_06_15_52_10 test,alex.pdf	260.90 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
2012_19_06_15_55_12 test,dave.pdf	188.60 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
2012_19_06_16_00_42 test,mike.pdf	219.51 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
2012_19_06_16_02_03 test,steve.pdf	178.71 KB	<input type="text"/>	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>

### III. Assigning Documents to Patients

1. Click Inbox on the OSCAR main page.  
Note: If you are proceeding directly from Section II. Uploading Documents into OSCAR, you may have to refresh the Inbox to see new items. On a Mac computer, hold Command and press R; on a Windows computer, hold Ctrl and press R.
2. Click Not, Assigned to begin assigning it to the correct patient. A new window appears with a document preview on the left and information fields to on the right.

<input type="checkbox"/> Health Number	Patient Name	Sex	Result Status	Date of Test	Order Priority	Assigned To	Discipline	Report Status	Ack #
<input type="checkbox"/>	<b>Not, Assigned</b>			2012-06-19	----		DOC	Final	0

3. Fill in the fields on the right.
  - (a) Patient: the name of the patient this document is assigned to.
  - (b) Document Uploaded: the date and time the document was uploaded.
  - (c) Content Type: the file extension of the uploaded document.
  - (d) Number of Pages: the number of pages in the document.  
Note: If the number of pages is greater than one, you can click the



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preview of the document on the left to download a copy and view it in full.

- (e) Split, Rotate..., Delete First Page: see Section V. Processing Faxes.
- (f) Document Type: choose the type of document from the list.  
Note: You can modify these in Admin under Document Categories.
- (g) Document Description: the name of the document as it appears on the patient's E-Chart.
- (h) Observation Date: the date the document refers to.
- (i) Demographic: the patient the file refers to. When you type a patient's name, OSCAR will give you suggestions. Click on the appropriate demographic to select it. This will automatically tag the MRP of that patient on this document.
- (j) Flag Provider: add additional providers if this document needs to be shown to multiple providers.

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### Scanning Documents in OSCAR

Scanning documents in OSCAR can be broken down into three major tasks.

First, we create an electronic copy of the document and save it on the computer the scanner is attached to. These are our scanned documents.

Second, we upload any scanned documents into OSCAR.

Third, we process the documents in OSCAR.

**First:** To create an electronic copy of the document using the Fujitsu ScanSnap S1500(M), follow these steps:

1. Open the scanner.
2. Load the pages for the document you want to scan into the scanner **top down and face down**. Then, press the blue Scan Button. The scanner will feed all of the pages through the scanner one at a time.
3. When all of the pages have been scanned, the ScanSnap Organizer will load. From the list of options choose **Scan to Folder**.



4. Now the Scan to Folder menu will load.

We want to first **Specify the file name**. On the file list, you will see file **No. 1**. In the text box beside that you can name the file. By default the Scan to Folder program will place the date and time the file was scanned in the text box. It is recommended that you add the patient name at the end of the file name. In this case, the file "2011\_11\_24\_10\_46\_54" becomes "2011\_11\_24\_10\_46\_54 test.judella".

(a) Patient: Not, Assigned

(b) Document Uploaded: 2012-06-19 16:07:16

(c) Content Type: pdf

(d) Number of Pages: **15**

(e)

(f) Document Type: others

(g) Document Description: Test Scan

(h) Observation Date: 2012-06-01

(i) Demographic: FURY, NICK(1962-06-09)

(j) Flag Provider: Banner Bruce -remove-  
Mildred, Ratched

Linked Providers  
• Ratched, Mildred

Mildred Ratched : Not Acknowledged

Next Appointment: (none)



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4. Click Save.
5. Remove all providers by clicking (Remove). Click File. This document is then marked as being processed and will not appear in your Inbox any longer.

## IV. Receiving Faxes in OSCAR

OSCAR has a built in fax functionality that allows you to replace printed faxes with electronic copies. Once your OSCAR has been configured to receive faxes you will need to periodically check for new faxes.

*Warning:* There is no indication a fax has been received. An office protocol must be developed to make sure faxes are checked.

1. Click Inbox on the OSCAR main page.
2. Click Search.



3. Under Physicians, select ithream z\_indivica. Click Search  
Note: The report status will be New by default. Clicking Search will return only new faxes. If you wish to see all of the incoming faxes, choose All instead.

Patient Last Name:

Patient First Name:

Patient Health Number:

Physician: 

**All Providers**  
Bruce Banner  
Victor Von Doom  
Julius Hibbert  
Nurse Joy  
Different Person  
Mildred Ratched  
Richard Reed  
Stephen Strange  
ithream z\_indivica

Report status:  All  New  Acknowledged  Filed

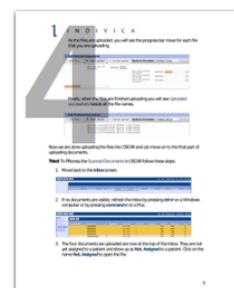
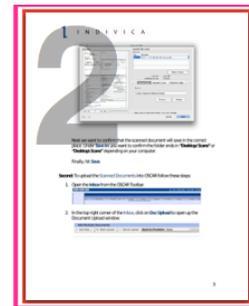
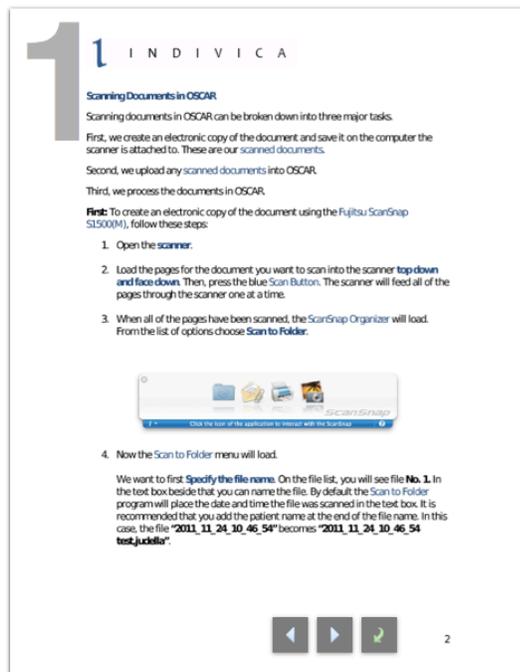


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4. Click on a patient's name (or Not, Assigned) to view the document.
5. Continue with Section III. Assigning Documents to Patients, Step 3-5.  
Note: Junk faxes are handled by removing all providers and then clicking File without assigning any demographics.

## V. Processing Faxes

1. Follow Section IV. Receiving Faxes in OSCAR to access a fax.
2. If there is a cover letter, click Delete First Page.  
Warning: Clicking this button several times removes multiple pages.
3. If the fax is for multiple demographics, click Split. The Split Document window appears.
4. Select the relevant pages one at a time for one patient. Click Add after selecting each individual page.



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5. When you are done with the pages for one patient, click Save and Continue.  
Note: This process makes a copy of the page(s). When you click Save and Continue, all the pages that you added will be placed in your Inbox. This allows you to assign patients individually to these newly created documents.
6. Repeat step 4 and 5 for each patient.
7. Click Done.
8. Remove all providers from this document and then click File.  
Note: This document is no longer useful because we have made copies of the pages we need in steps 4-7.
9. Refresh the inbox or view the Fax Inbox at a later time (see Section IV. Receiving Faxes in OSCAR). You will see new items you can then assign (see Section III. Assigning Documents to Patients, step 2).  
Note: The pages you added in steps 4-7 are these new items in the Fax Inbox.

