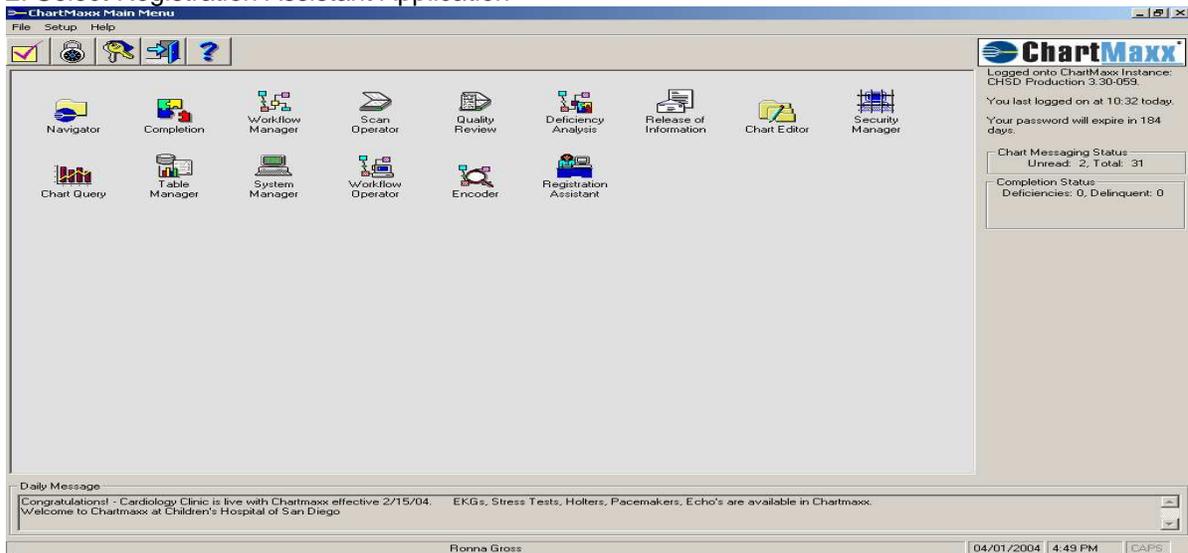


Reg Scanning Transport Records

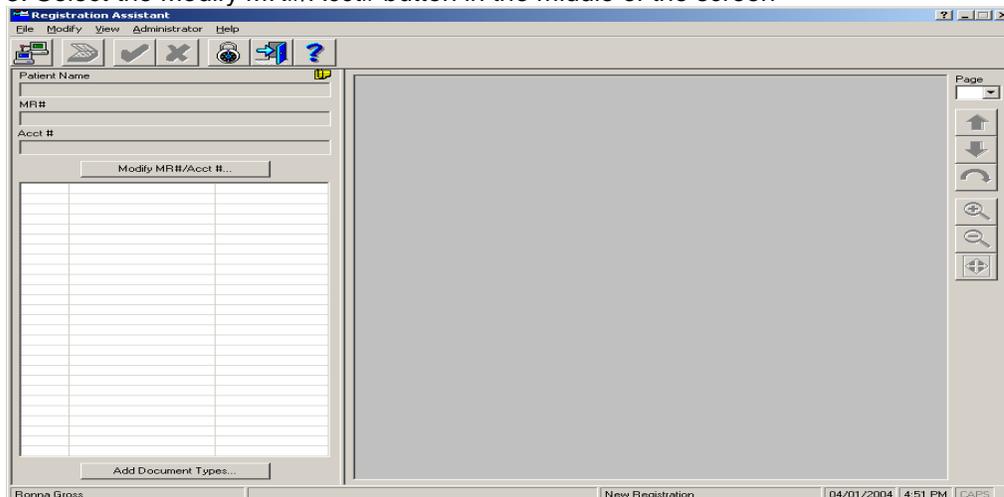
1. Login to Chartmaxx



2. Select Registration Assistant Application



3. Select the Modify MR#/Acct# button in the middle of the screen



4. Enter the Medical Record and the Account Number using the full number including the capital H and all leading zeros. Verify that the record appears in black, if the record appears in RED stop and double check the MR# and the Account#. You should not scan into a red MR#.

Modify

MR#

Acct #

OK Cancel

5. Select Add Document Types button . . .

Add Document Types

Specific Document Sets

Payor

Visit Type

Document Set

Additional Document Sets

Ambulatory Core Set
 Authorization/Eligibility Doc Set
 CAIC
 CCS Ref & Auth COUNTY ONLY
 DEV CORE SET
 ED Core Set
 Inpatient Core Set
 Invoice Doc Set
 Lab Core Set
 Lab MOB Core Set

Clear 0 Selected

Individual Documents

*Dictation Confirmation
 *Discharge Note
 *Discharge Order
 *ED Document Unavailable
 *ED Follow Up
 *Physician Query
 *Progress Note Addendum
 *Transport Coordinator Summary Addendum
 Abstracting Coding Results
 Abstracting Coding Worksheets

Clear 0 Selected

OK Cancel

6. In the bottom section select the Individual document that you are scanning; either Neonatal Transport Record or Pediatric Transport Record

Registration Assistant

File Modify View Administrator Help

Patient Name
 Test, Nicole
 MR# (EXISTING)
 NTEST
 Acct# (EXISTING)
 NTEST

Modify MR#/Acct #...

Neonatal Transport Record

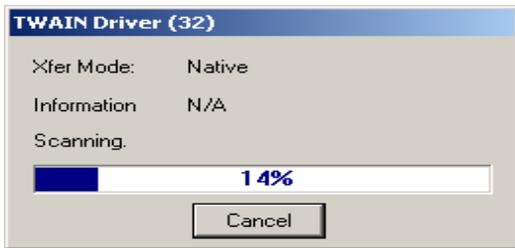
Update Document Types...

Scan Document

Page 1

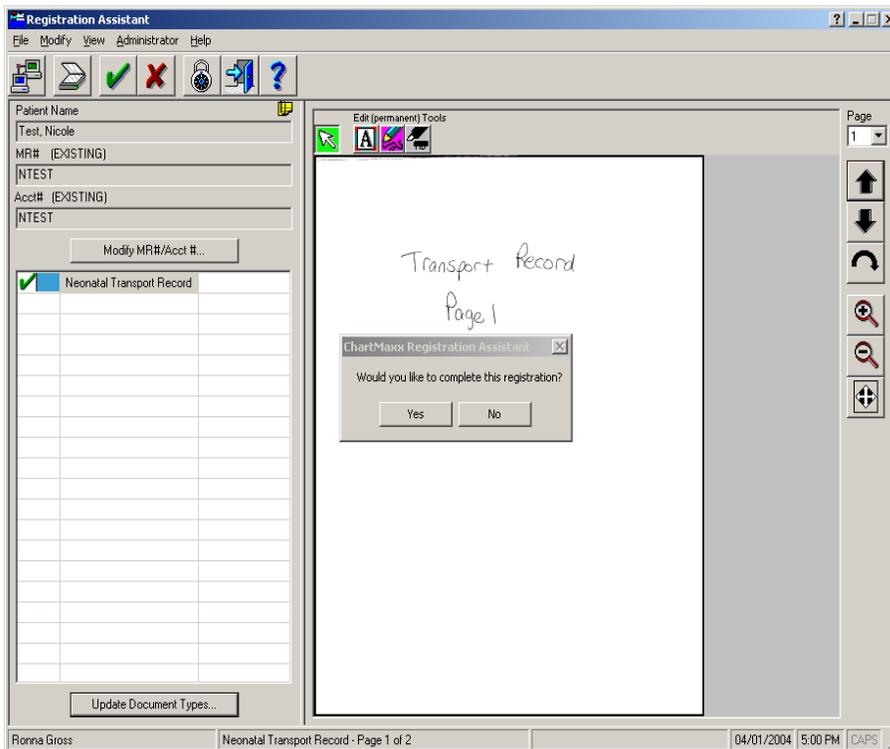
Ronna Gross Neonatal Transport Record - Page 1 of 1 04/01/2004 4:57 PM CAPS

7. Place the Transport Record in the Scanner - Face Down and Top facing the bottom. Select the second button over on the top that is the Scanner.



8. Verify all pages of the record scanned correctly and clearly before moving on.

9. If the document appears fine in the system - Green Check the document to Accept it.



10. Answer the question "Would you like to complete this registration?"- Answer yes.

11. You can now go into the Navigator application and verify the document uploaded to the correct chart as the correct document.

You have successfully scanned the Transport Record!

12. Log out of Chartmaxx if you are finished.