

TTScanner Viewer User Guide V2.2

Introduction

Beginning with Version 2.2, TTScanner Viewer is available for viewing and printing images stored in the Multimedia tab of the case for both Medisoft Advanced and Medisoft Network Professional users.

Printed images have more data to identify whose images have been printed which will be important for audit purposes and if a picture ID is scanned, will allow the practice to meet or exceed the FTC Red Flags Rule. Report title includes patient name, chart number, case number and date printed. Each Image includes description, image number and date scanned. The default naming scheme when you print to a file is TTPrint_chart#_case#_activeimage#, i.e. TTPrint_SAMIM000_22_34. This will allow the files to be quickly identified if they are to be emailed, or printed again.

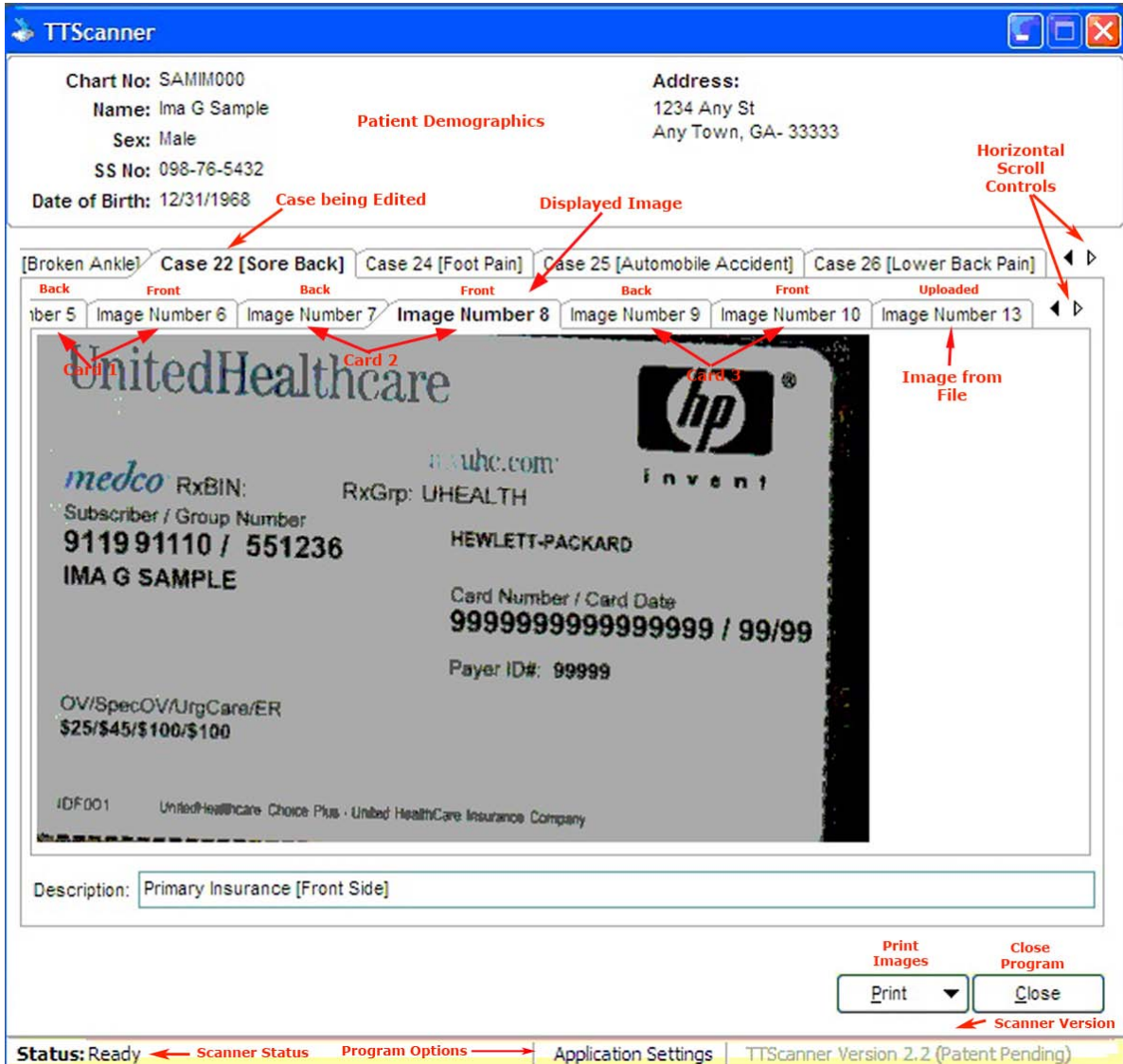
Software updates may be found at www.TTScanner.com.

Note: Do not install TTScanner Viewer on the same system that the full version of TTScanner is installed. Results will provide unsatisfactory results and is not supported.

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Window Layout

Below is the TTScanner Viewer window and explanations of the various items you will see. To see the full window, your screen resolution must be set 1024 x 768 or higher.



If more cases exist for the patient, the horizontal scroll arrows appear allowing you to scroll between cases. The current case being edited is shown in bold type. Any current images on the Multimedia tab for the case will also be loaded. If more than 6 images are loaded, the horizontal scroll arrows will be displayed. The image displayed appears in the line with bold type. A larger version of the image above may be found by going to Start → All Programs → TTScanner → Scanner Quick Reference.

When present, horizontal scroll arrows are simple to use. Solid arrows mean you can move in the direction of the arrow. To view lower number cases or images, click the left arrow. To move to higher number cases or images, click the right arrow. When no more cases or images are left to display in the direction you are moving, the arrow will change to an outline.

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To add images with the TTScanner application to a Medisoft case, you must be currently editing a case. To edit a case, you can click F9 on a case opened in either in the Transaction entry screen or Patient List. **(Note: Due to the way Medisoft handles Multimedia items, do not open the multimedia tab prior to scanning images or images may not be added.)**

The scanner software can be launched three ways while you are editing the case,

1. From Start > Programs > TTScanner > TTScanner.



2. Desktop Icon
3. Within Medisoft Network Professional from the Menu bar. See *Scanner Setup for Medisoft Menu* if it is not found.



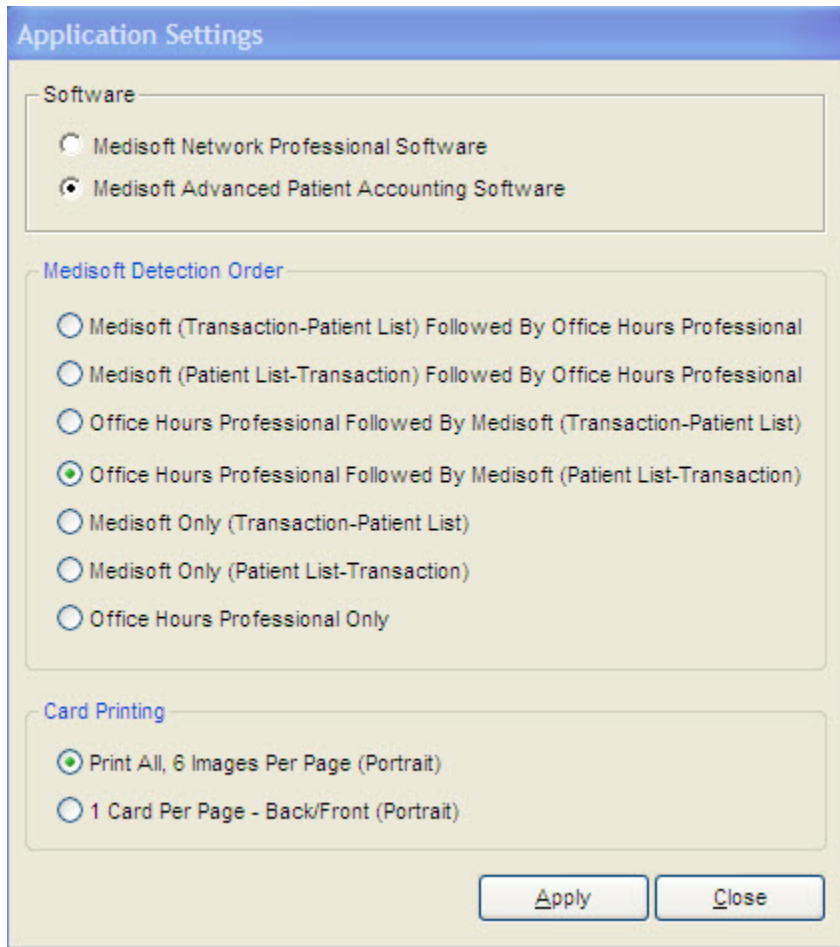
NOTE: To synchronize properly with Medisoft, Open Medisoft and/or Office Hours Professional prior to opening TTScanner. If you change practices, close and reopen TTScanner.

Application Settings

The first time TTScanner Viewer is run after installation, click Application Settings to setup TTScanner to closely match your edit case workflow. The Applications Settings can also be run anytime you need to change options.



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Software

Chose the Medisoft Version installed.

Medisoft Detection Order

Medisoft Detection order means that TTScanner will detect Edit Case from any combination of Transaction Entry, Medisoft Patient List or Office Hours Professional appointment entry or patient list. If you workflow is more from Office Hours Professional, then chose one of the options where Office Hours Professional is first in the list. If you work more out of Medisoft, pick an option with Medisoft first in the list.

1. Medisoft (Transaction-Patient List) Followed By Office Hours Professional
Use this option if most of the case editing is via Transaction Entry.
2. Medisoft (Patient List-Transaction) Followed by Office Hours Professional
Use this option if most of the case editing via Medisoft Patient List
3. Office Hours Professional Followed By Medisoft (Transaction-Patient List)
Use this option if most of the case editing occurs in Office Hours Pro either Appointment entry or Patient List, with some use of case editing in Transaction Entry.
4. Office Hours Professional Followed by Medisoft (Patient List-Transaction)
Use this option if most of the case editing occurs in Office Hours Pro either Appointment entry or Patient List, with some use in Medisoft Patient List

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5. Medisoft Only (Transaction-Patient List)
Use this option if most of the case editing is via Transaction Entry and Office Hours Pro is not used
6. Medisoft Only (Patient List-Transaction)
Use this option if most of the case editing is via Medisoft Patient List and Office Hours Pro is not used
7. Office Hours Professional Only
Use this option when all case entry is done via Office Hours Pro and Medisoft is not used

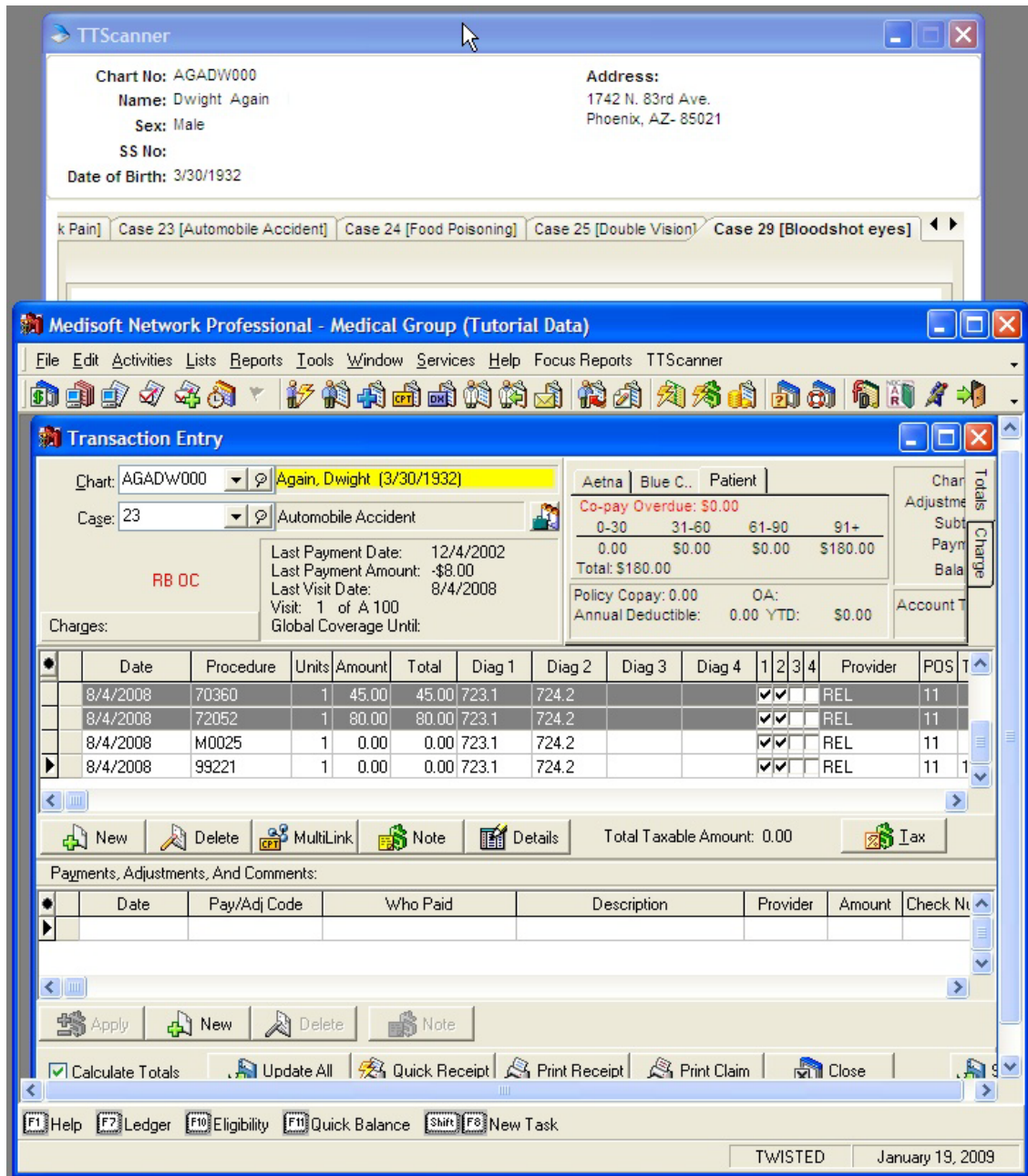
Card Printing

1. Print All, 6 Images Per Page (Portrait)
This mode prints 6 images on the page, cards and uploaded images. Additional pages are printed until all images have been printed. Scanned card images (front/back) are scaled at 90% original size and uploaded files scaled to print.
2. 1 Card Per Page (Portrait)
This mode prints 1 image on the page. An image is either a card (back over front at approx. 175% of the original image size) or an uploaded image (sized to fit page)

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Using TTScanner Viewer via Transaction Entry.

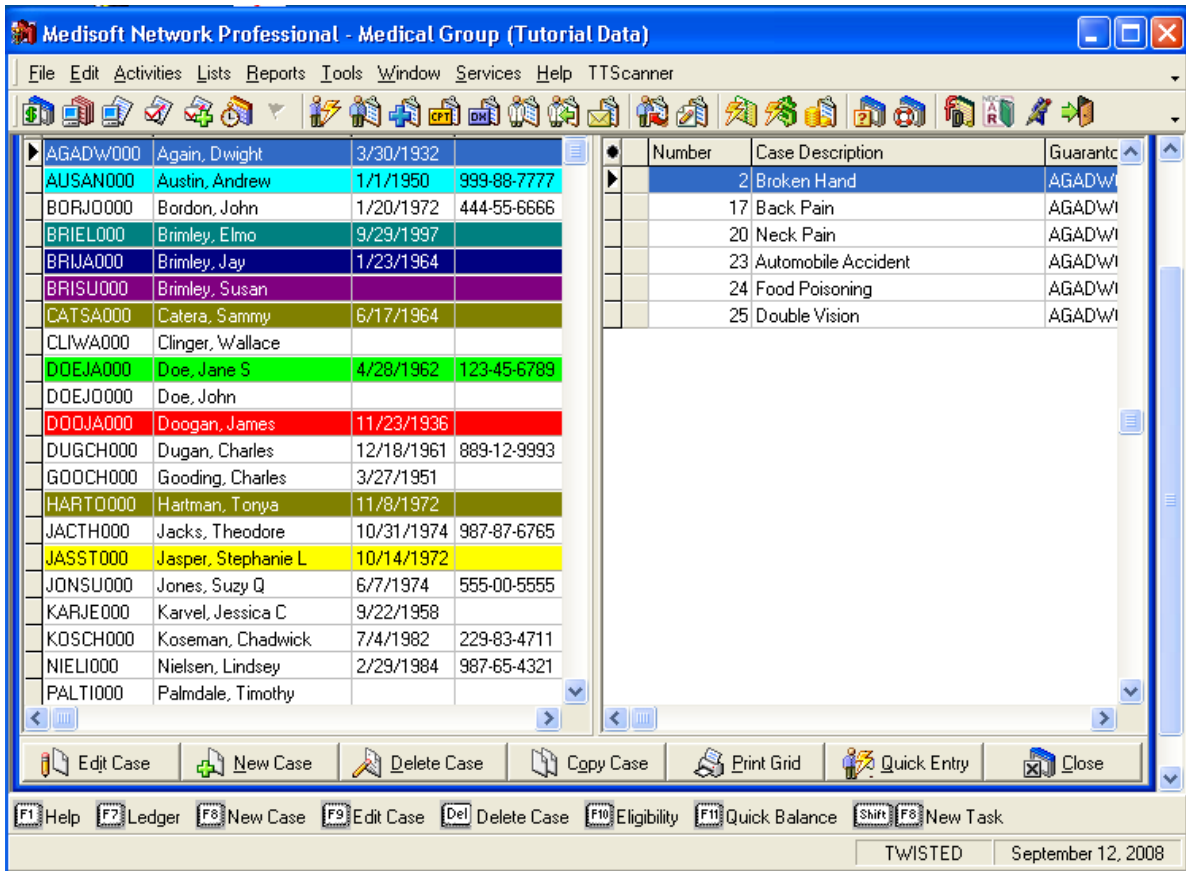
As soon as a chart is selected in the Transaction Entry window, TTScanner Viewer will show the patient demographics and all cases currently associated with that chart. The active case (bolded) will be the last case added to the patient and may not match the current case in the case box. At this point you can edit the case with F9 and the Viewer will change to that case. The case may be changed in the Viewer window manually without editing the case by clicking on the correct case on the Viewer case line. If there are more cases than can be displayed, click on the horizontal scroll arrows on the left side of the case line until the case you want to add images to is shown.



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Using TTScanner Viewer via Medisoft Patient List

If program option places Medisoft Patient List ahead of Transaction entry, then the state of Viewer will change once a case is edited via Patient List. The Patient demographics and the active case (bolded) will match the edited entry. When the edited case is closed, the Viewer window will either be blank, or display the chart in Transaction.

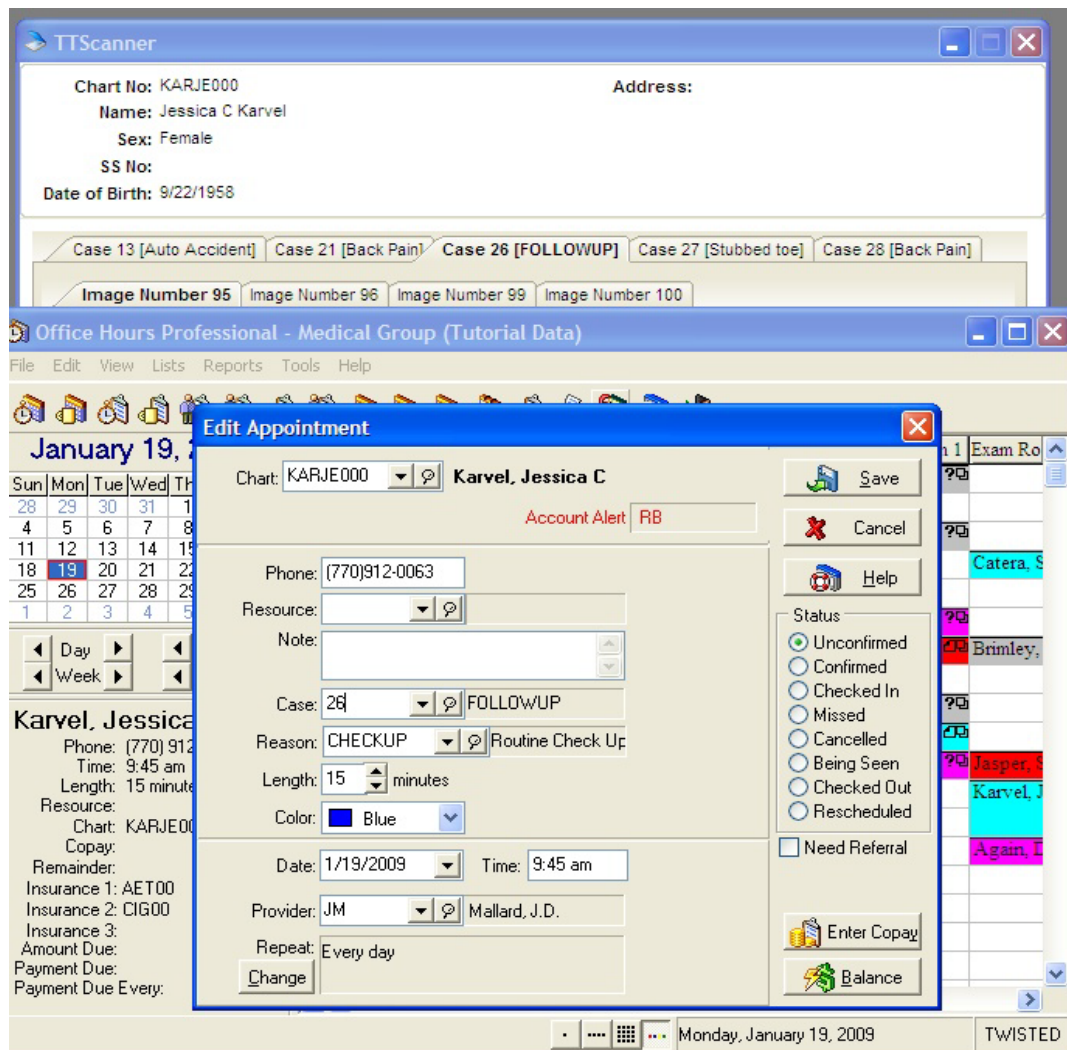


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Using TTScanner Viewer with Office Hours Professional

When creating a new Appointment Entry, the patient demographics will be displayed in the Viewer as soon as the chart is selected and the last case will be the active case. Either select an existing case or create a new case. New cases will need to be saved before it is available to receive images via the Viewer because a case number needs to be defined. The Viewer will bold the case selected in the appointment entry window as the current case.

When the appointment is closed, the Viewer window will go blank or will revert to a Medisoft selection if allowed in application setup.



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System Requirements

XP Professional, Service Pack 3

Pentium 4 1.8 GHz 32-bit (x86) or faster processor, Pentium 4 2.8 GHz recommended minimum, 1GB of available hard disk space, 512MB memory minimum, 1GB memory recommended, 16-bit color display or better.

Windows Vista Business, Windows Vista Enterprise, Vista Ultimate

Pentium 4 3.2 GHz 32-bit (x86) or faster processor, dual core recommended, 1GB of available hard disk space, 1GB memory minimum, 2GB memory recommended, 16-Bit color display or better.

TTScanner Viewer will not work on any 64-Bit (x64) operating system, Windows 2000, Windows 2000 Server, or any Apple OS and is not certified on Windows 7.

TTScanner Viewer will work on **Windows 2003 Server and Windows 2008 Server 32 bit.**

Installed Software Requirements

Medisoft Advanced or Network Professional Version 12 or higher

Office Hours Professional or Office Hours Professional for Networks Version 12 or higher

Advantage Database Server V8.1 or higher

To Print to a File

If you don't currently have Adobe Acrobat Standard or Professional version 8 or higher installed on the PC, CutePDF (freeware) has been provided to print to PDF. Information on CutePDF may be obtained from www.cutePDF.com.

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Print Examples

Print All (page 1)

Page 1 of 2

Patient Name: IMA GEORGIA SAMPLE
Chart Number: SAMIM000
Case Number: 21

Printed On: 09/22/2009



Pri Insurance [Back Side]
Image Number: 5 Scanned On: 09/22/2009



Pri Insurance [Front Side]
Image Number: 6 Scanned On: 09/22/2009



DL [Back Side]
Image Number: 7 Scanned On: 09/22/2009



DL [Front Side]
Image Number: 8 Scanned On: 09/22/2009



Credit Card [upload]
Image Number: 9 Scanned On: 09/22/2009



Pharmacy [Back Side]
Image Number: 10 Scanned On: 09/22/2009

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Print All (page 2)

Page 2 of 2

Patient Name: IMA GEORGIA SAMPLE

Chart Number: SAMIM000

Case Number: 21

Printed On: 09/22/2009



Pharmacy [Front Side]

Image Number: 11 **Scanned On:** 09/22/2009

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1 Scanned Card per page

Patient Name: Ima G Sample
Chart Number: SAMIM000
Case Number: 22

Printed On: 08/20/2009



DL [Front Side]

Image Number: 6 Scanned On: 08/18/2009



[Back Side]

Image Number: 5 Scanned On: 08/18/2009

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1 Uploaded Image per page

Patient Name: Ima G Sample

Chart Number: SAMIM000

Case Number: 22

Printed On: 09/05/2009

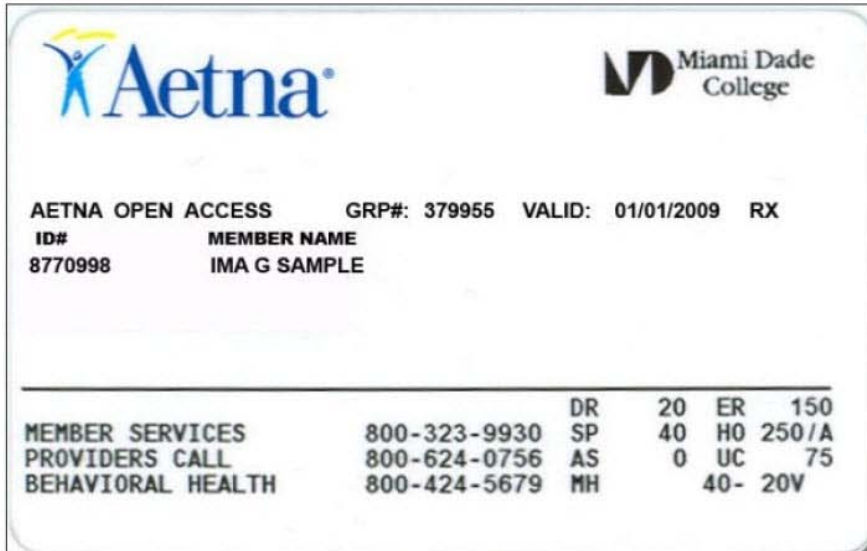


Image Number: 34 **Scanned On:** 09/05/2009