

Synopsis:

- Documents include scanned images, Microsoft Word or Excel Files, PDF files, etc.
- MDsuite allows documents to be attached to various MDsuite objects, e.g. patients, providers, referring doctors, insurance plans and employers.
- Documents are grouped within this Documents section according to user-defined Document Types.
- For PM Documents, you may specify:
 - **Authorized Viewers:** Those Operators, by role or specifically, who may view those documents
 - **Automatic Notification:** Those operators, if any, by role and/or specifically who are to be automatically notified when a document is filed
 - **Retention:** How long the document needs to be retained.
- For EMR Documents, you may specify:
 - **Required Provider Review:** Reviewed before documents may be placed into the patient's chart
 - **Encrypted storage:** An additional level of security for files on your network imported to MDsuite
 - **Included when printing the Chart**
 - **Encounter Documents:** These documents will appear alongside encounter notes.

Three levels of Document Management:

- **Internal Documents:** These are documents that are generated by MDsuite, e.g. statements, insurance forms, patient documents, and EOBs created during electronic remittance. Whenever a statement or insurance form is generated, it is automatically stored. The document may then be viewed either by clicking on the billing entry in the Patient's Ledger or by locating the document in the Patient's Document section.
- **Insurance Cards and Drivers Licenses:** These require purchase of a scanner and scanning software from DSI. Scanners may be purchased with or without OCR capabilities. Insurance cards and drivers licenses may automatically be placed into the corresponding patient coverage or demographics screens. If OCR capabilities have been purchased, then certain fields such as policy numbers can automatically be placed into corresponding MDsuite fields.
- **External Documents:** These are documents such as scanned pages, Microsoft Word or Excel Documents, PDF files, etc. that you wish to attach to an MDsuite object.

All documents are stored in a **Document Storage Folder (DSF)**. This folder must be included in backups along with your Microsoft SQL database. When MDsuite is Hosted by DSI, you choose whether the DSF is to be located on your own local server or located on DSI's server.

If I use MDsuite Hosted, who stores the documents?

You can elect to locate the DSF on your server; you are then responsible for performing backups of that folder.

You can elect to locate the DSF on DSI's server; then DSI will perform backups of that folder. A certain amount of document storage space is available to you and more may be purchased, as needed.

Consult with DSI or your Sales Representative for further information or for a price quote.



Document Storage – Average File Sizes and Capacity

The numbers provided below are approximations. Document sizes, especially for Microsoft Word and Adobe PDF files, vary greatly depending upon the amount of data on a page as well as graphics that might be included.

Type	Average Size Per Page	Approximate Number per Gigabyte
<i>Drivers Licenses and Insurance Cards</i>		
Drivers License	85 kb	12000
Insurance Card	117 kb	8500
<i>Internal Documents</i>		
Statement	23 kb	43000
Insurance Form	20 kb	50000
Electronic EOB	20 kb	50000
Patient Document	17 kb	59000
<i>External Documents*</i>		
Microsoft Word	35 kb	29000
Adobe PDF	70 kb	14300

* The size limit for an individual external document when the Document Storage Folder (DSF) is **Hosted** is 5 MB. Depending on your bandwidth, it could take approximately 40 seconds to import or preview a 5 MB file.

SnapShell Scanner



- Resolution: 600 dpi (dots per inch)
- Low maintenance - No calibration needed
- Low wear and tear - No mechanical moving parts
- Fast image capture - 1-2 seconds
- Excellent picture resolution 600 dpi true color
- USB 2.0 - No external power needed
- Small footprint Dimensions: 7.5" x 5.1" x 7"
- Weight: 16 oz.

Duplex Card Scanner



- Dimensions: 6.8" x 2.0" x 1.8"
- Weight: 17 oz.
- Resolution: 600 dpi (dots per inch)

