

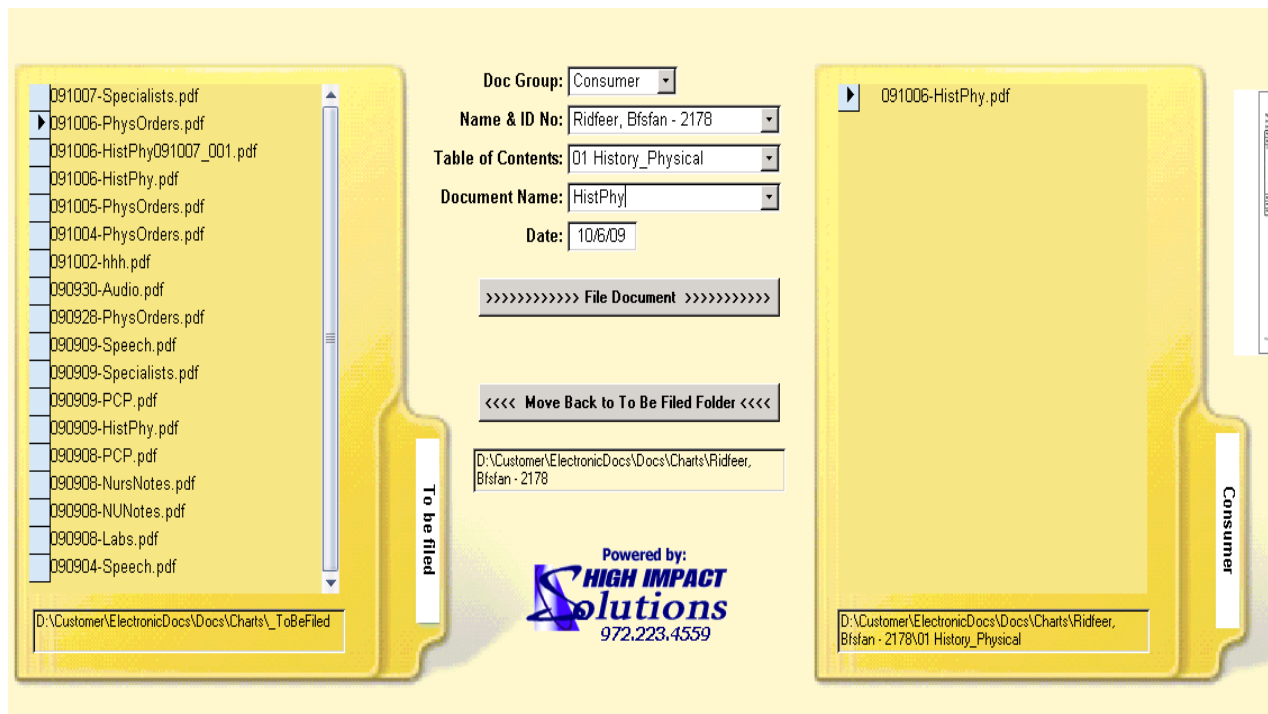
Electronic Docs

The Electronic Docs module can be implemented into an existing database or be used as a stand-alone application. It will work for any standard document type i.e. Word, Excel, PowerPoint, PDF, JPG etc.

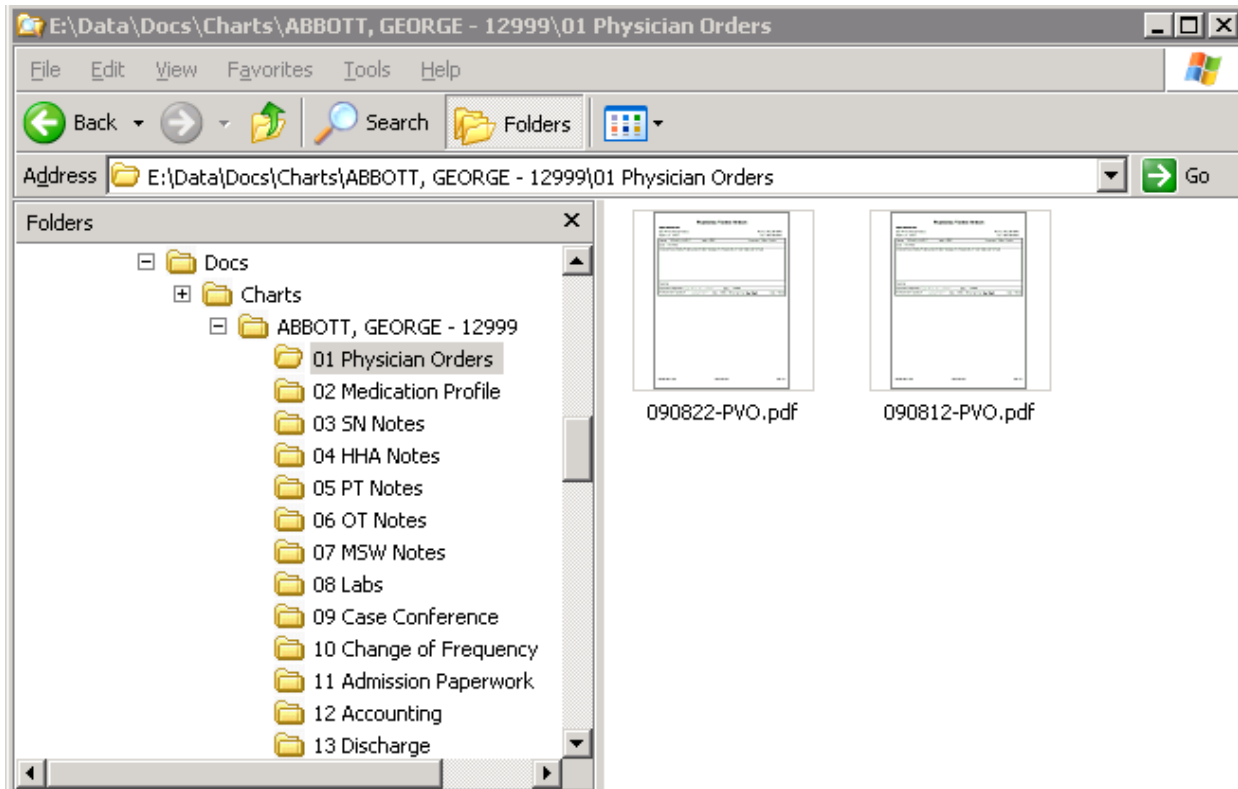
To use electronic Docs you simply save your documents to a “To Be Filed” folder on your server. The name and location of this drive is specified in the Default File Locations link at the bottom. If you are scanning documents you can set your scanner to save them to the “To Be Filed” folder as well. Once files have been saved you are ready to rename and file them in the proper folders.

The heart of the system is the Index definition. In the example below the base subdirectory would be “Charts”. It’s location on the server is specified in the Default File Locations link at the bottom. The first level under charts is Patient Name and ID no. The next level is Index which equates to the normal tabs in a patient’s paper chart. The next level is Document Type, in this case PVO (physician’s Verbal Orders). The last level is Document Date.

Once these parameters have been specified the document can be renamed and filed by clicking the File button. Misfiled information can be returned to the “Documents to be Filed” list by using the Move Back button.



Behind the scenes, the Electronic Docs program is creating directories to match the indexing system. Essentially this is an automated filing system that is readable using Windows Explorer. Users are able to find documents without the use of the Electronic Docs software.



This is a simple but comprehensive, affordable, system for electronic documents that will work for any system.