
Image-In™ Direct Capture user guide

For Omtool™ Healthcare Suite

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Section I: Introduction

This guide contains instructions on using Image-in Direct Capture application. The intended audience of this guide Image-In Direct Capture users.

This section includes:

- [Image-In Direct Capture](#) (I-1)
- [About this guide](#) (I-1)
- [Typical workflow](#) (I-1)
- [Related documentation](#) (I-2)

Image-In Direct Capture

Image-In Direct Capture is an Omtool client application used to enter patient documentation into the electronic medical record.

About this guide

The intended audience of this guide Image-In Direct Capture users.

Most operator actions are intuitive and self-evident. This document describes general operation for the first-time user, and provides guidance for unusual situations that may arise.

For most unusual situations, the operator's main point of contact is the hospital IT staff. It is helpful to IT staff if the operator can provide amplifying information about what went wrong. The information in the guide will help you understand and anticipate the hospital IT staff questions.

Here is what the different sections of this guide has to offer:

- [Launching Image-In Direct Capture](#) (2-1) describes how to launch Image-In Direct Capture.
- [Image-In Direct Capture components and usage](#) (3-1) describes the components on the application and how to use them.

Typical workflow

Here is a typical workflow using Image-in Direct Capture software.

- Register patient.
- Preview Existing Documents (optional).

- Verify Patient Identifier Data.
- Capture Standard Documents.
- Capture Optional Documents and modify Form ID.
- Verify Document Set.
- Submit Document Set.

Related documentation

AccuRoute server documentation

- AccuRoute server installation guide -
- Omtool Server Administrator help -

Image-In Queue documentation

- Image - In Queue installation guide -
- Image - In Queue user help

Image Acquisition Tool documentation

- Image-In Acquisition Tool installation guide -
- Image-In Acquisition Tool user guide -

Section 2: Launching Image-In Direct Capture

The Image-In Direct Capture application is installed and configured in the operator workstations by the System Administrator. All workstations with the Image-In Direct application will have the **Queue** icon.

Note On Windows XP systems, the icon is sometimes hidden. Click on **SHOW HIDDEN ICONS** to view the icon if it is hidden.

When you login to a workstation, Image-In Direct Capture loads automatically. When loading, it displays a splash screen and once the connection is established, the Queue icon in the system tray turns green. If no connection is established, the Queue icon will remain red.

Contact the System Administrator if

- the Queue icon remains red
- you see any error message.

When Image-In Direct Capture operator registers a patient in HIS, the main Image-In Direct capture page opens automatically. Contact the System Administrator if the application page does not open.

Section 2: Launching Image-In Direct Capture

Section 3: Image-In Direct Capture components and usage

This section includes:

[Main window](#) (3-1)

[Scan window](#) (3-4)

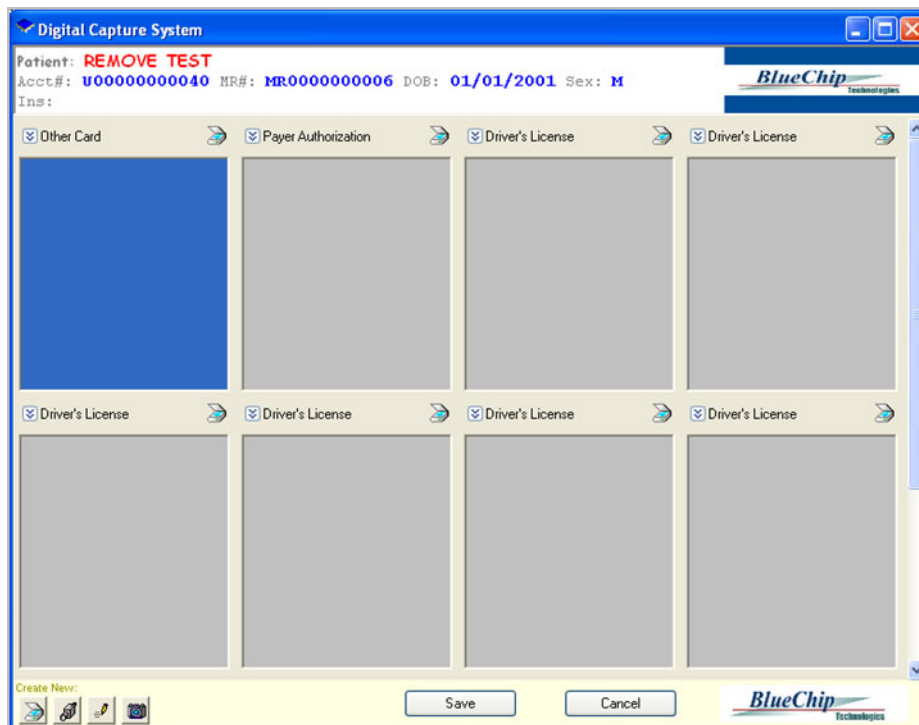
[Signature window](#) (3-8)

[WebCam Window](#) (3-9)

[Digital Camera window](#) (3-9)

Main window

The Main Window is the first window displayed when Image-In Direct Capture opens.



Note The top portion of the window displays some identifying information for the patient whose documents are to be scanned or signed.

This window provides windows ('panes') for capturing documents. Each pane consists of a document caption, a thumbnail view, and an icon indicating the type of device to use for document capture. The number of panes and document captions are customized for each organization and can vary by type of registration as well.

To open a document's capture window"

Click the left mouse button on the thumbnail window.

The pane's caption describes the document to be captured (for example, Insurance Card, Photo, Consent). Clicking on the down-arrow next to the caption displays a drop down list of other documents that can be captured. This can be done before or after capturing a document to assign that form ID to that pane.

The main window also has the **Save** and **Cancel** options.

- When you click on the **SAVE** button, the Image-In Direct Capture application is closed and any captured image is sent to the server for processing.
- When you click **CANCEL** button, the Image-In Direct Capture application is closed and you are prompted to discard any images you captured.

Checking for existing image

If configured, Image-In Direct Capture will check for the existence of a previously captured image for each pane for the patient's Medical Record number. If a previous image exists for that pane, it will be displayed with the date it was captured shown below it. Capturing a new document will hide the previous image.

Changing Document Type

Your window panes may be configured to allow the document to be changed. If you have the capability, you can change document type.

To change document type:

- I Click on the down-arrow next to the document caption to open a pop-up menu with a list of possible documents to choose from.

Note This feature is typically disabled for primary insurance card and other panes as determined by your organization.

Adding panes

The initial display will show window panes for the most common and/or required documentation for each patient. Patients may also have other documentation that must be captured such as Living Wills and Health care Proxies. For these purposes, you can add a window pane.

To add a window pane:

- 1 Click on the desired device icon under Create New option in the bottom left corner of the window.
A pop-up menu opens with a list of possible documents to choose from.
- 2 Select the document type for the new pane.
- 3 Scan in the window created.

Keyboard navigation

To use Keyboard navigation:

- 1 Press the **TAB** key to move between panes.
- 2 Press **ENTER** to open a window for the selected window pane.

Correcting Image error

You can get the **Image Error** message under several circumstances. In many of these cases, the Image-In Direct Capture application will correct the errors automatically when you double click the error.

However, you should still verify that the image is readable after **Image Error** corrections. If needed, you must rescan images for clarity.

Note Many errors can be prevented by choosing the correct document before scanning into the window.

Some of the common reasons for the error is displayed by holding the mouse still over the error message. The following table lists the reason for error and methods of correcting them.

Table 3-A: Error Message and method of correcting them

Reason for error	Correction method
The image file size is too large. Note: Stored images must be less than 1 megabyte in size.	Double click the image to reduce the number of colors and scan resolution in an attempt to compress the image.
The file is saved in the wrong format.	Double click the image to convert it to the correct format.
The file exceeds the maximum page count.	Open the scan window and remove the extra pages.
A valid document type must be selected. You get the error because a document was scanned into a window with no document type selected.	Right click on the document caption and select a document from the list

Advanced options

Right clicking a thumbnail image will open a context menu with additional features as listed below.

Table 3-B: Advanced features

Feature	Functionality
Open	Opens a window to scan or view the selected document.
Acquire Document	Scan a new document immediately.
Zoom	Allows zooming in on the Thumbnail. The default zoom is "Best Fit".
Edit	Allows cut, copy, paste, and delete functions.
Show Preview	If enabled, a previously stored image is available to view. A check mark next to this item indicates a previous image is currently displayed.
Print	Prints the currently displayed document.

Scan window

The Scan Window allows you to capture a document through any TWAIN compliant scanner.

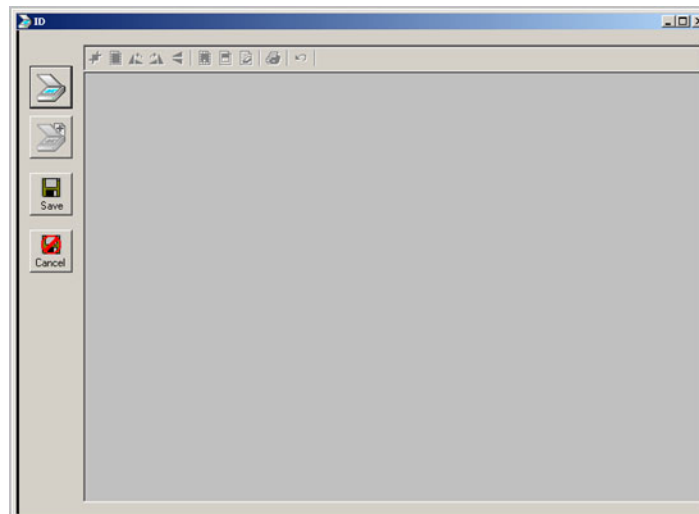


Figure 3-A: Scan window

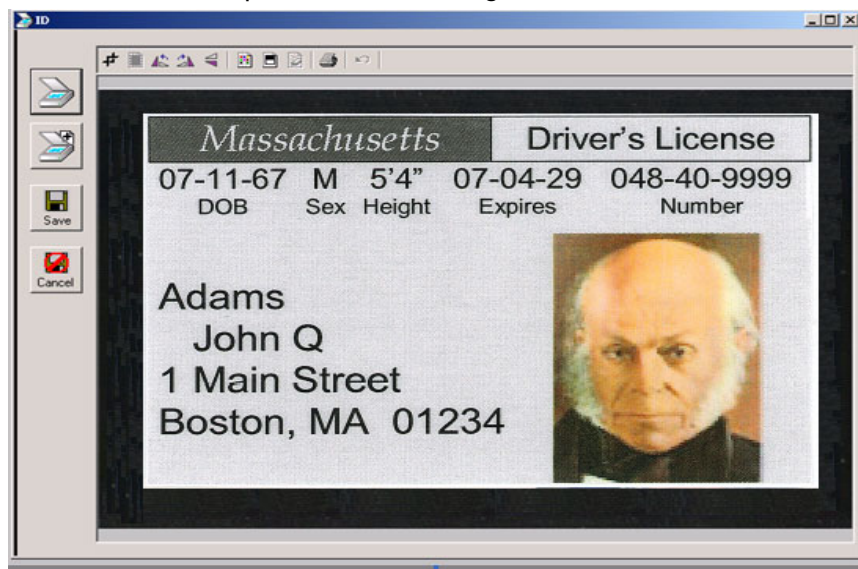
To scan a document:

- 1 Position document.
- 2 Observe face-up/face-down requirements for your scanner, as well as paper guides.

Note Apply gentle pressure helps when scanning cards.

- 3 Click **SCAN**. 


Once the scan is complete, the scanned image shows in the Scan Window.



- 4 Click **SAVE** to return to the main window.
- 5 Click **CANCEL** to discard the image and return to the main view.

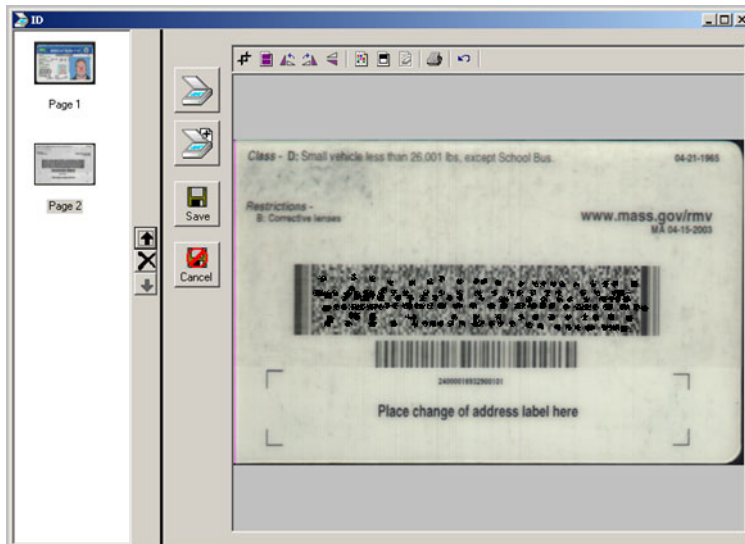
Scanning Multiple Pages/Sides

You can scan multiple pages and/or sides when hardware that is capable of scanning both sides (or multiple pages) of a document in a single pass may have been configured to do so automatically.

Additional pages may be added to a document using the **Scan Next** button . When more than one page is scanned the window changes to include a thumbnail index of each page. Clicking on a thumbnail will display the full page in the scan window.

Note Not all documents allow saving multiple pages to the archive.




When you scan multiple pages, both sides, the front as well as the back of a page is captured. In the image below, the back of the drivers license sample shown in page 5 is captured as well.



The back of a drivers license is captured in addition to the front.

When multiple pages are scanned, the pages can be reordered or deleted.

To reorder or delete a page:











- 1 Select the page.
- 2 Use the up arrow to move the page up . The down arrow to move the page down . Or use the icon  to delete the page as necessary.

Note You will not be able to delete a page if it is the only page in the document.

Image manipulation

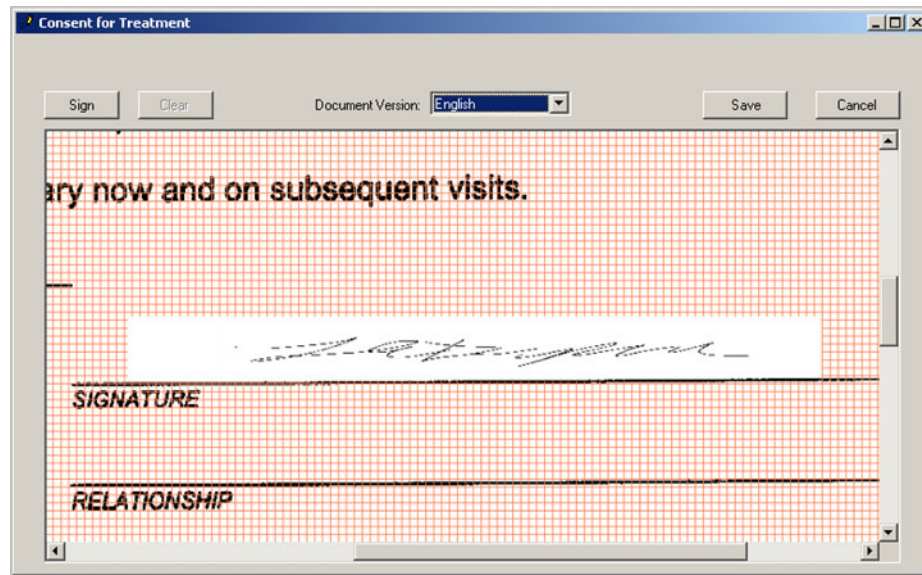
Basic editing functions can be applied to a scanned image using the toolbar. The following table lists the each function along with an icon and a brief description of the item.

Table 3-C: Listing of Image Manipulation functions

Icon	Function Name	Description
	AutoCrop	Use this function to trim the scanned image to the edges of the document. Accuracy depends on the quality of the scan.
	Combine	Use to combine two pages are combined into a single page. Select the first page and then click the icon to combine. This function is used mainly for front and back of cards. Note: This operation cannot be undone.
	Rotate Left	Use to rotate an image counter clockwise
	Rotate Right	Use to rotate an image clockwise
	Flip	Use to flip an image 180 degrees
	8 bit color	Use to reduce the image to 8 bit. Color images are normally scanned using 24 bit true color. Reducing to 8 bit benefits by reducing the size of the stored file.
	Black & White	Use to convert a color image to black and white.
	Despeckle	Use to remove noise from black and white images. This benefits by reducing storage space requirements.
	Print	Use to print the current document.
	Undo	Use to undo the previous operation.

Signature window

The Signature Window allows the patient to sign a document using a signature pad. This view displays the document to be signed with the signature area highlighted.



Signature window allows patient to sign consent document.

To sign a document:

- 1 Select the appropriate version of the document from the drop-down list.
- 2 If the signature pad is of the clipboard type, position the document very carefully between paper guides.
- 3 Click **SIGN**. A prompt opens informing the patient/representative that he may now sign.
- 4 Instruct them to apply firm pressure. The signature will update periodically during the signing process.
- 5 When signature is complete, click **DONE**.
- 6 Click **SAVE** to return to the main window, or **CANCEL** to discard the signature and return to the main window.

Note If no previous document was displayed, this window will automatically choose the default document and enter **Sign** mode. In this mode, the **Sign Now** prompt is visible and the **SIGN** button is not available. Simply change the document if required and have the patient sign, then click **DONE** or press a key when completed.

Selecting a new document from the drop-down list will erase any previous signatures. Alternately, click **CLEAR** at any time before you click **DONE** to start over.

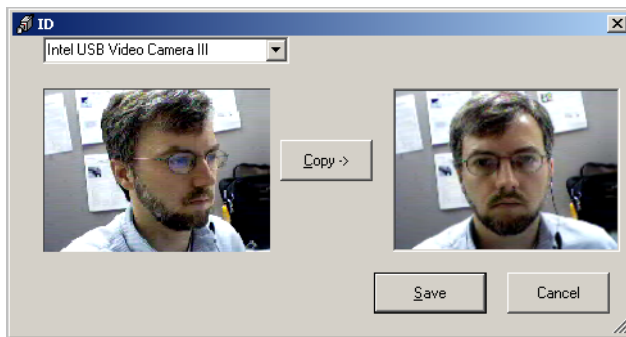
WebCam Window

The WebCam Window allows the capture of a photo using a video camera attached to the workstation. Two views are present: a framing preview pane, and a photo preview pane.

- The preview (left pane) will show a live-video image to verify the camera is properly aimed.

Important If no Preview is available, select the video device from the drop-down. If there are no choices in the list then no video devices are configured on the system.

- The photo view (right pane) will show the image captured when you click **COPY**.



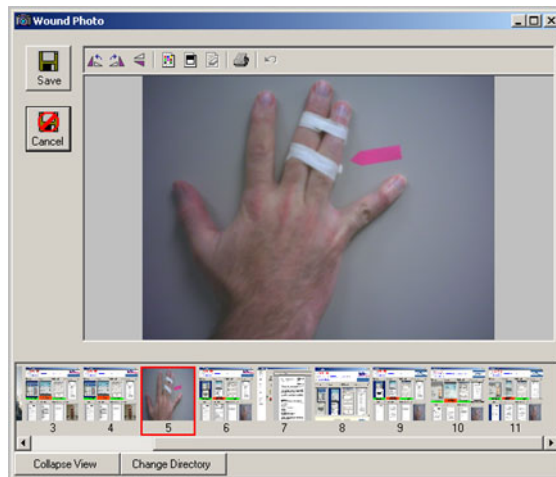
WebCam window allows a preview view in the left pane and a photo view in the right pane.

To take a new photo:

- 1 Click **COPY**.
- 2 Click **SAVE**. The view in the right pane (the photo view pane) is saved and you return to the main window.
- 3 Click **CANCEL** to discard the new photo and return to the main window.

Digital Camera window

The Digital Camera capture window reads images from a folder on the local computer. This can be used with a typical USB Digital Camera that represents itself as a new drive letter when connected to the computer.



Digital Camera window

The Digital Camera window displays thumbnail images across a "filmstrip" along the bottom and the selected image can be copied to the patient record. The toolbar has image manipulation options. For more information on these image manipulation, see [Image manipulation](#) (3-7).

To copy a picture:

- 1** Click the **CHANGE DIRECTORY** button if needed to select the drive letter & folder for the Digital Camera.
- 2** Select the desired image by clicking on the thumbnail. The larger view displayed the currently selected image.
- 3** Click **SAVE**.