



CompuGroup™  
Medical

**CGM webSCAN™**  
**Workstation Installation**  
**Instructions - Upgrades**  
February 2018

**CGM webSCAN™**



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## NOTICE

CompuGroup Medical US believes the information contained in this documentation to be accurate at the time of publication and reserves the right to make improvements in the product described herein at any time and without notice.

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**Prior to making any upgrades or changes to your server or workstations (hardware or software) you should obtain the most recent version of this document.** It is crucial to review the document with your IT Department/Hardware vendor to make sure that any upgrades or changes made will not prevent CGM webSCAN from functioning properly.

## CGM WEBSCAN WORKSTATION INSTALLATION INSTRUCTIONS

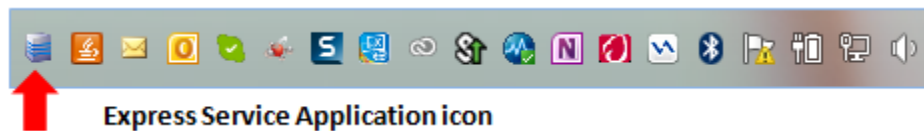
**Warning: Do NOT perform these instructions until AFTER your CGM Project Manager informs you that they have activated CGM webSCAN on your server, otherwise you will not be able to scan any cards.**

The following steps must be performed on *each* workstation that currently uses ScanSharp in order to complete the upgrade to CGM webSCAN. When you complete all of the steps contained in this document, you will be able to resume scanning. **A local Microsoft Windows Administrator login is required to perform the steps.**

### Stop the Express Service Application

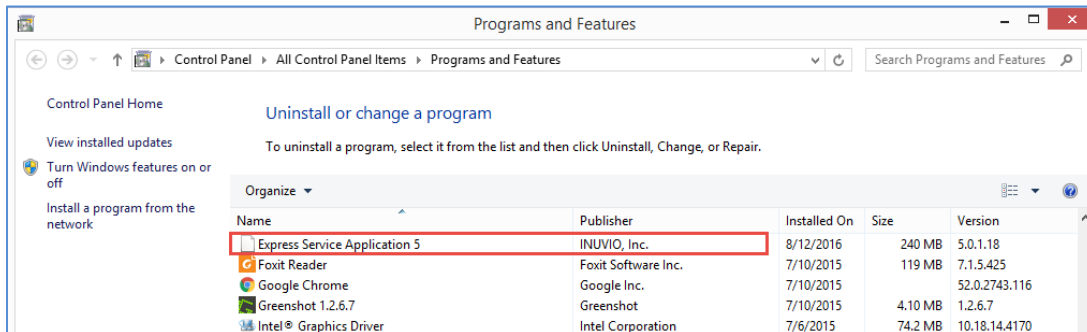
Log on to the workstation as a local Microsoft Windows Administrator.

Locate the *Express Service Application* icon in the System Tray. Right-click on the icon and **'Stop'** the service.



### Uninstall the Express Service Application

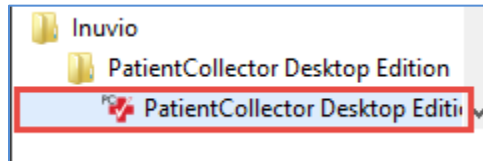
Access *Programs and Features* in the *Control Panel*, select the **Express Service Application** and click **uninstall**.



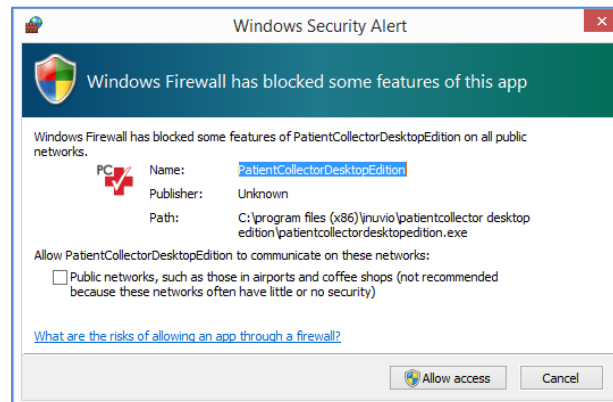
### Download and Install the PatientCollector Desktop Edition

1. Download the installation software from the link you should have received in an email from your CGM Project Manager.
2. **Run** the downloaded installation file.

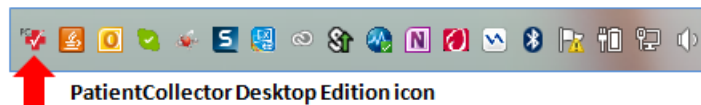
- After the installation is complete, you need to start the PatientCollector program. Click *Start, All Programs, Inuvio, PatientCollector Desktop Edition*.



- Type the **Product Code** from the email you should have received from your CGM Project Manager and click **OK**.
- Type the **Authorization Code** from the email you should have received from your CGM Project Manager and click **OK**.
- If you receive the following Windows Security Alert, click **Allow access**.



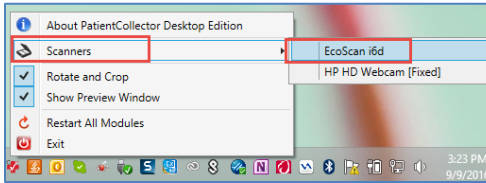
- After the installation is complete, the PatientCollector icon displays in the system tray on your desktop.



- If not already done, install the scanner that will be used on this workstation.
- Install the driver for the scanner. If you are using an EcoScan or another scanner supported by Inuvio, you will need to install the driver from the Inuvio site:

<http://inuvio.com/service/downloads/>

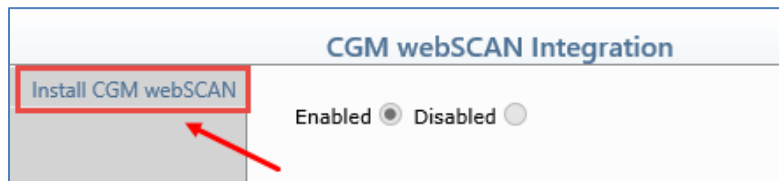
10. Confirm the scanner is selected for PatientCollector. Right-click the PatientCollector icon in the system tray, select **Scanners** and the scanner you will use to scan cards.



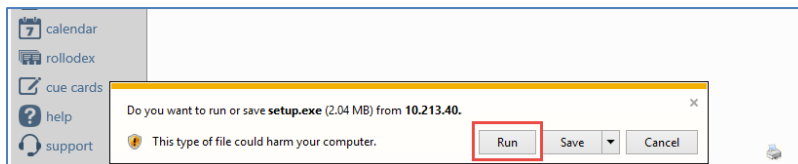
## Install CGM webSCAN

Access the *CGM webSCAN Integration* function on the *System, Database Maintenance Menu, Integrations, webTOOLS Integrations* menu

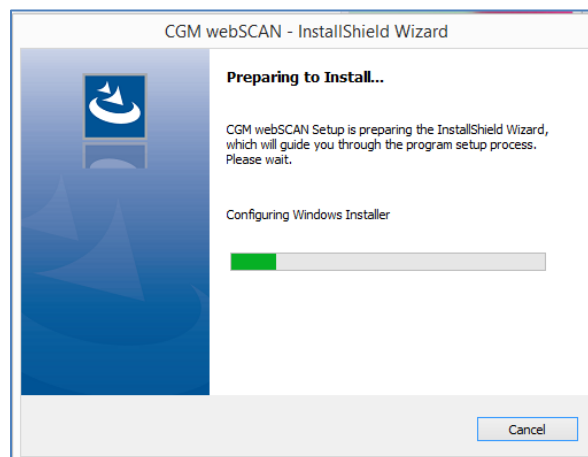
Click the **CGM webSCAN** Action Column button and the CGM webSCAN installer will automatically download.



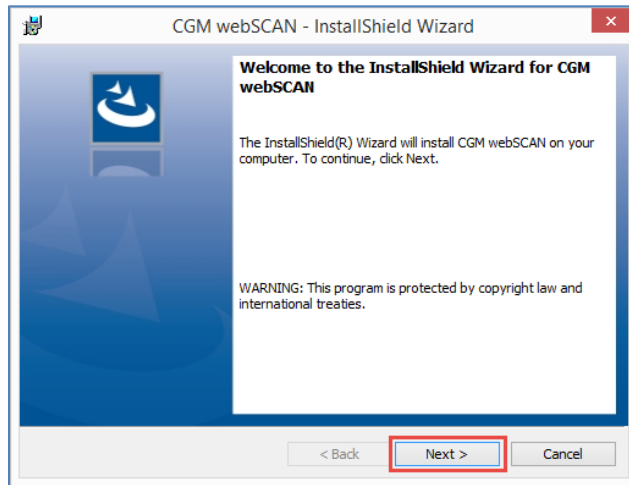
Click **Run**.



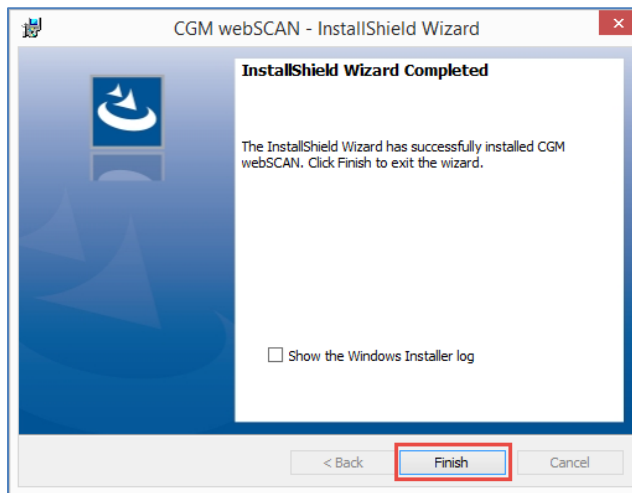
The installer will download.



Click **Next**.



Click **Finish**.

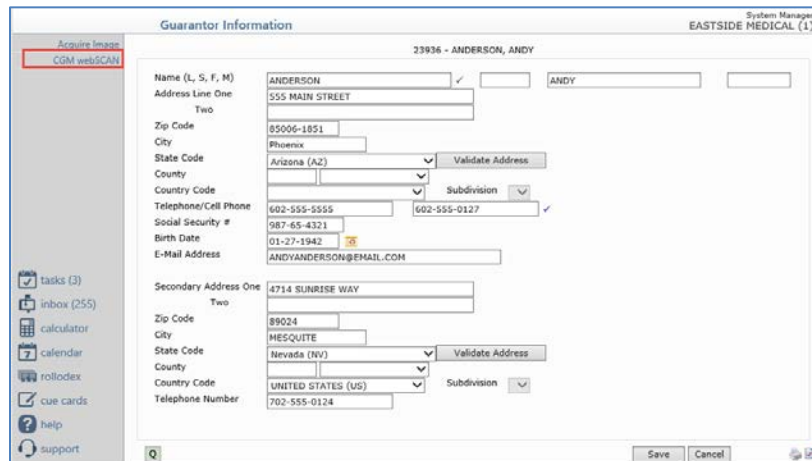


## Perform a Test Scan and Calibrate the Scanner

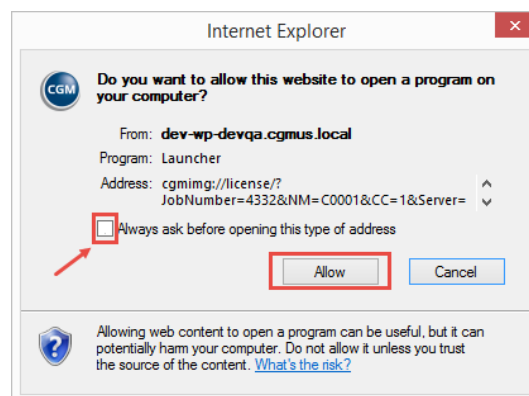
Access the *Change Patient Data* function on the *Patient* menu and select a patient account. Next, access any one of the following functions:

- *Patient Name and Address Information*
- *Guarantor Information*
- *Insurance Policy Information*

Click the **CGM webSCAN** Action Column button.

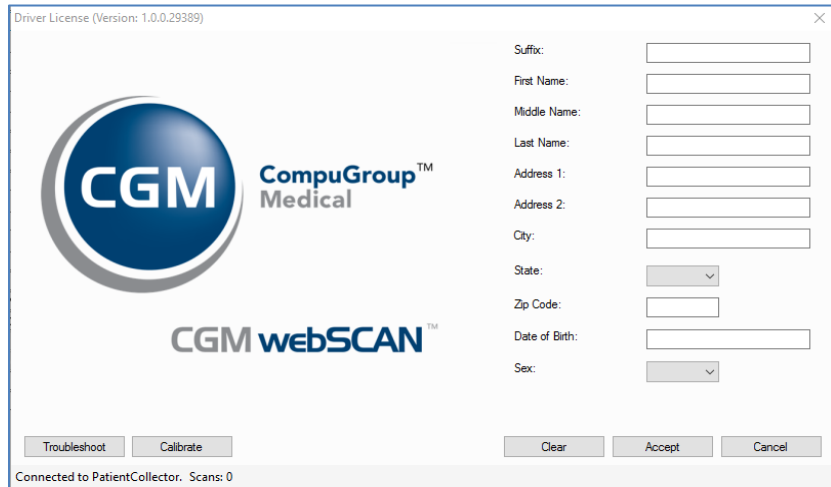


If you receive the following message, clear the 'Always ask before opening this type of address' check box and click **Allow**.





If you are prompted to perform a calibration prior to scanning, do so and then proceed with scanning.



Sign to acknowledge completion of the Workstation Installation Instructions on every workstation that will use CGM webSCAN. Return the completed document to your CGM Project Manager.

\_\_\_\_\_

Authorized IT Representative Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Title