CGM DIRECT SCANNING - SCAN AND ATTACH INSTRUCTIONS

CGM Direct Scanning is accessible via the **Attach Image** Action Column button throughout the system.

Functions in the system with the **Attach Image** Action Column button:

Patient > Change Patient Data
- Patient Name and Address Information
- Guarantor Information
- Insurance Policy Information
- Patient Authorization Record
- Images

Patient > Registration
- Patient Name and Address Information
- Guarantor Information
- Insurance Policy Information

Reports > Data Management System > DMS Letter Processor > Maintain Letters (Insert Image)
*System > Form Wizards > Superbill Wizard > Insert Image*
Transactions > Transaction Batch Control > Create a Batch
Transactions > Transaction Batch Control > Edit a Batch
Transactions > Payment Entry Function

When you click the **Attach Image** Action Column button, the **Attach Image** window will display with the **Scan** and **Attach** buttons activated and the **Scanner** list populated.
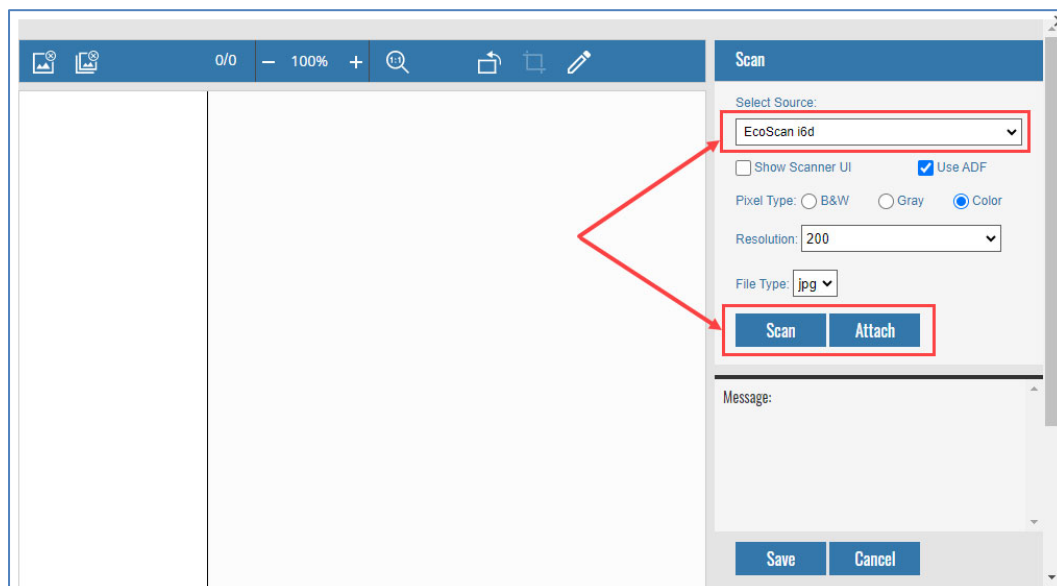
Attach an Image

The **Attach** button allows you to select a previously scanned image from your local directory.

- After you click **Attach**, Windows Explorer opens so you can navigate to the folder where you saved the scanned image.
- Select the image you want and click **Open**. You can continue to use **Attach** multiple times if you want to attach multiple images during one session.
- When the image(s) displays in the **Attach Image** window, perform any editing needed then click **Save**.
- The file types you can **Attach** are PDF, png, gif, bmp, and jpg.

Scan an Image

The **Scan** button allows you to scan an image directly within the **Attach Image** function.

- Select the scanner in the **Select Source** field if one doesn't default.
- If you want to **Show Scanner UI** or **Use ADF** (Automatic Document Feeder), select the check box. *The first time you use this function, select **Show Scanner UI** to see if there is an **Autocrop** option that you can select, which will eliminate the need to manually crop the images you scan.*
- Select the **Pixel Type**.
- Select the **Resolution** you want.
- Select the **File Type** you want, either jpg or PDF. The default is jpg. All multi-page documents will automatically be saved as PDFs regardless of what option you select.
- Click **Scan**.
- When the image displays in the **Attach Image** window, perform any editing needed then click **Save**.

Note: The system will store the settings you selected prior to clicking **Scan** and will default them the next time you use **Attach Image**.

Scanning or Attaching Multiple Images or Pages

You have multiple options available in the thumbnail view on the left side of the screen, when scanning or attaching multiple images or pages. For example, you can scan in a document, then attach a document, then attach images. You can use the thumbnail viewer on the left side of the dialog to rearrange pages or delete pages. When you save the resulting document, it will save everything as a new pdf.

Another benefit when scanning is that if an issue occurs while scanning (say you inserted the card wrong side down or it only partially scanned), you can simply insert the card again and click **Scan** without having to exit the **Attach Image** window. Then you can select the incorrect image in the thumbnail view and click **Remove Current Page** in the toolbar.

Editing an Image

You can edit an image after you use the **Scan** or **Attach** functions and the image displays in the **Attach Image** window.
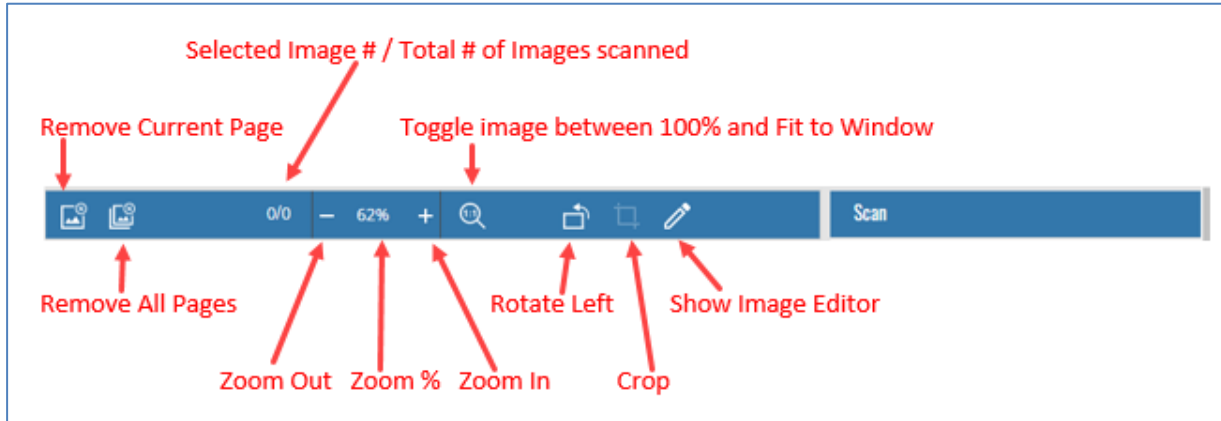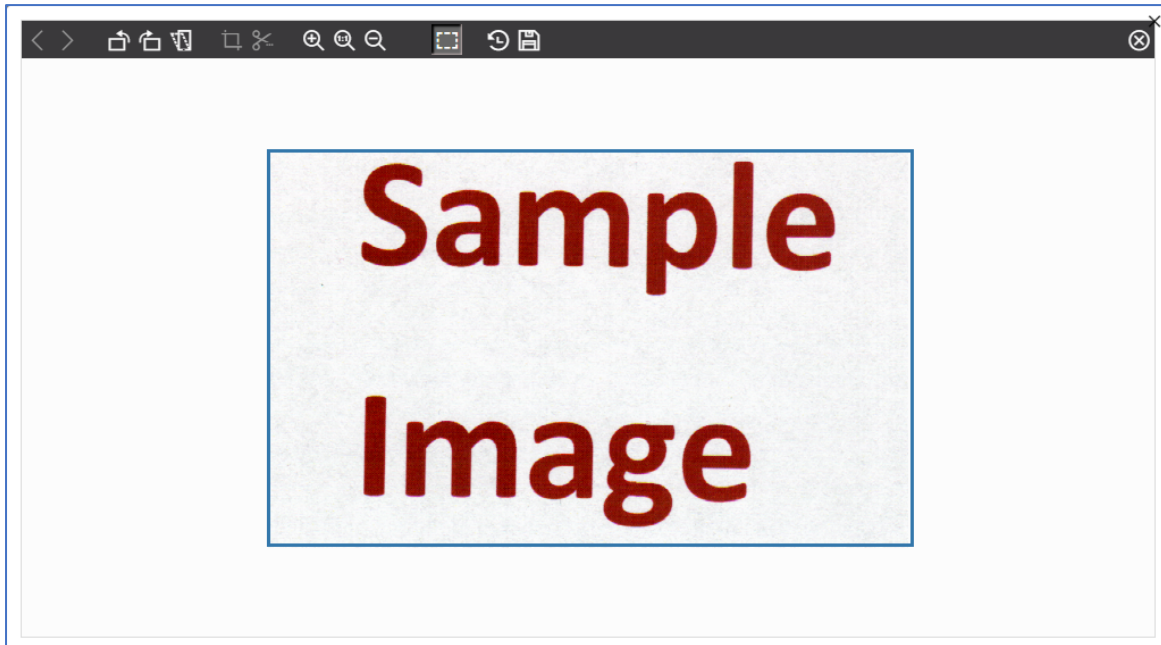
Attach Image Toolbar options

Image Editor Toolbar options

The **Image Editor Toolbar** provides additional options for editing images.

	Rotate left – Rotates the image to the left.
	Rotate right – Rotates the image to the right.
	Deskew – Auto rotates the image to compensate for skewing during scanning.
	Crop selected area – This button is not active until you use the **Select mode** to select the area of the image you want to keep.
	Cut selected area – This button is not active until you use the **Select mode** to select the area of the image you want to delete.
	Zoom in, Show original size and Zoom out – You can zoom in to see more detail, return the image to its original viewing size or zoom out to see a smaller image.
	Select mode – Allows you to select a portion of the image when cropping or cutting.
	Restore original image – You can revert any changes you made to the image.
	Save changes – Save any changes made to the image.