

Front Office Scanning

What It Is

Many organizations can benefit from associating scanned documents with data manually entered into line-of-business applications at multiple workstations. The challenge has been the burden this scanning and indexing places on users who are accustomed to working within a specific application. The OnBase Front Office Scanning module provides a lightweight, yet agile solution for unifying content independently generated at distributed workstations into a centralized repository. Front Office Scanning allows for a facility to have multiple local workstations that can initiate scan job requests to a single Front Office Scanning Console equipped with a TWAIN-compliant scanning device. It is a unique solution for scanning ID cards and insurance verification.

How It Works

Front Office Scanning allows for a facility to have multiple locations that gather information from line-of-business applications, while requiring only a single workstation to scan images. The Front Office Scanning Enabler Service and Application Enabler are installed on all workstations used for data entry. The data sets created are saved to a file in a shared directory. While data is being entered at workstations, a dedicated scanning workstation running the Front Office Scanning Console is used to scan the matching documents. After selecting the data set that describes the document to be imaged, the document is scanned and associated with the appropriate index information.

Front Office Scanning uses Application Enabler to capture data, ensuring users can enter data into an enabled application and then use that data entry instance to create indexing data sets used at the dedicated scanning workstation. Therefore, it does not require a user to enter the same data twice in order to both index a scanned image and input the data in any applications used by the facility, eliminating duplication of data entry and saving more time.

Who Will Benefit

The Front Office Scanning module is an ideal solution for any office or department where customer or patient information is entered and copies of documents are required, like hospitals, medical or dental offices, and any type of admission facility. In addition, every user who initiates a scan job request does not require a scanning device that typically consumes scarce workspace.

Technical Features

- No remote ODBC connections needed.
- Neither the indexing/requesting stations nor the scanning console requires OnBase Client or Web Client software.
- Indexing accomplished through optional OnBase Application Enabler or 3rd party requesting applications.
- User-configurable scanning console window.
- Automated indexing.

Business Benefits

- Multiple indexing stations can request a scan job from a single Front Office Scanning console machine with one TWAIN scanner attached.
- Remote uploading through an OnBase Web Server, when available, from a single scanning console.
- Desktop space is saved at scanning request stations.

System Requirements

- OnBase Front Office Scanning
- OnBase Application Enabler
- TWAIN scanning device
- OnBase Web Server 4.3.7.x
- Internet Information Server 4+
- Client operating systems: Windows 98, NT 4 Workstation/Server, 2000, XP
- Supported SQL Database (SQL Server 7/2000, Oracle 8+, Sybase SQL Server 11.5, Sybase SQL Anywhere 5.5.04/7.0.1)

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