
LSUHSC-S Imaging Project

Laserfiche

User Services – Clinical
Support Computer
Services Department

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Laserfiche Document Imaging User Documentation

Logon Process

1. Click the **Laserfiche** icon located on your desktop



2. Highlight the **Laserfiche** repository. Click **Open**.

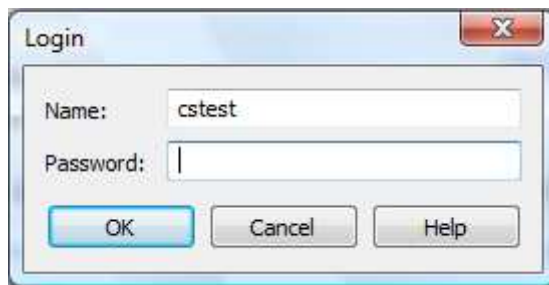
Laserfiche



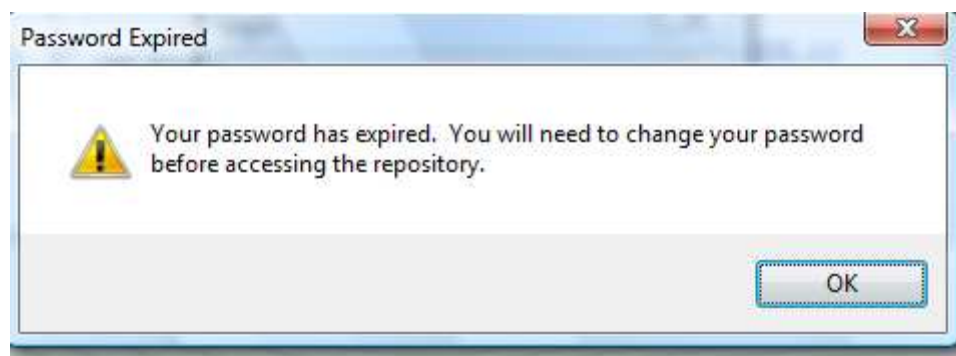
- a. If the repository **Laserfiche** does not display, click **Attach**.
 - i. Enter **sh-laserfiche** as the Laserfiche Server
 - ii. Click the drop-down arrow and select **Laserfiche** as the repository
 - iii. Click Attach



3. Enter your Laserfiche userid and *temporary* password. Click **OK**.



a. You must change your temporary password upon entering the system the first time. Click **OK** on the **Password Expired** screen.



b. Enter your temporary password and your New Password. Retype your new password. Click **OK**

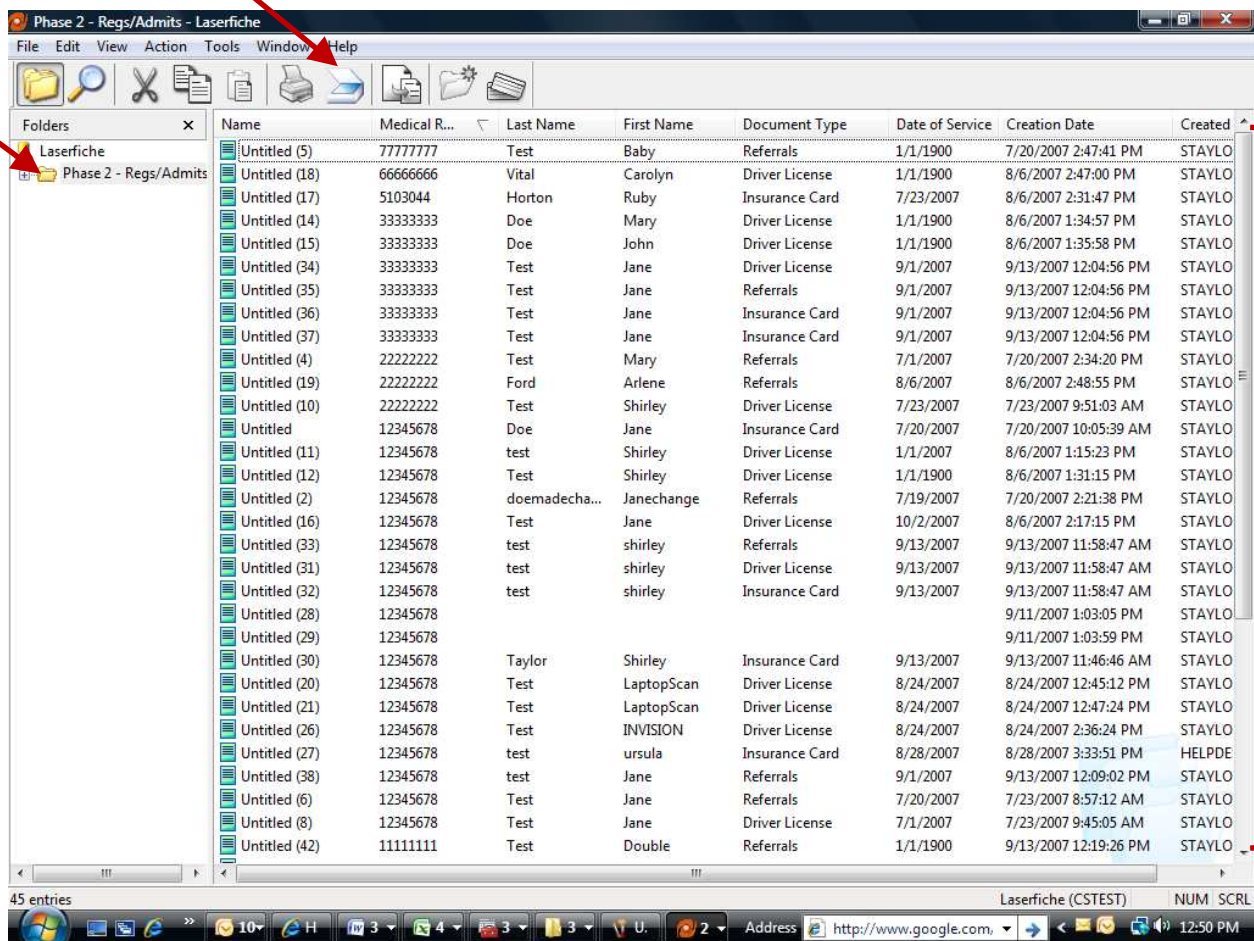
- i. There are no restrictions on the selected password (i.e.: you may use upper / lower case, numbers / alphanumeric symbols, etc.)



A screenshot of a 'Change Password' dialog box. The dialog has a title bar with the text 'Change Password'. Inside the dialog, there are three text input fields. The first is labeled 'Enter old password:', the second is labeled 'New password:', and the third is labeled 'Retype new password:'. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

Changing Your Display Columns

4. Select your **Image Folder (Phase 2 – Regs/Admits)** on the left side of the **Folder Selection** screen.
 - a. Stored images will display on the right side of the screen.



5. If you are logging on a Laserfiche computer for the first time, we recommend that you reformat the column display order.
 - a. **Default Column Display** – Name, Type, Pages, OCR'ed Pages, Indexed, Creation Date, Last Modified
 - b. **Recommended Column Display** – **Name** (this is the template name and it must be displayed with each image – default value = Untitled (sequential #),

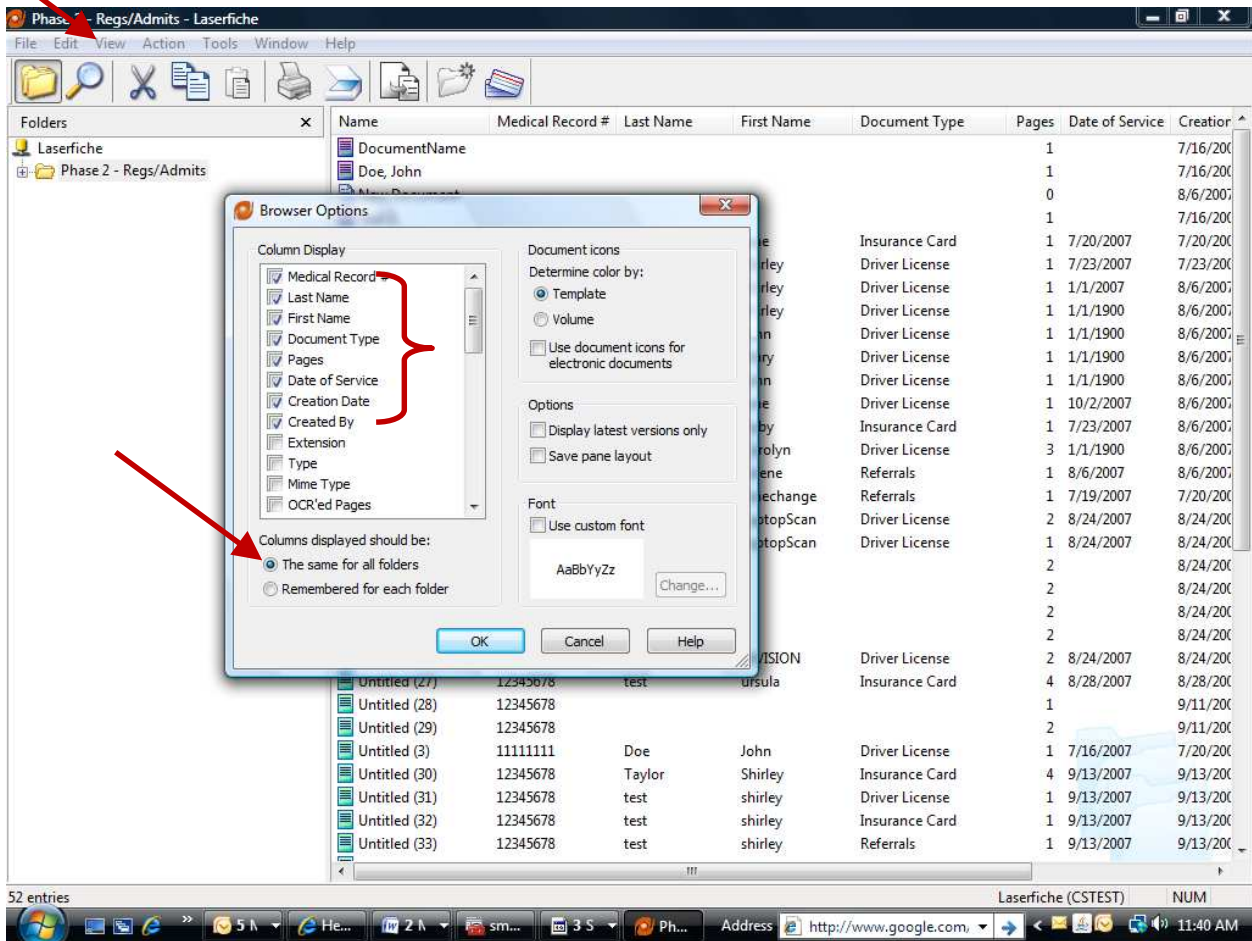
Medical Rec #, Last Name, First Name, Document Type, Pages, Date of Service, Creation Date, Created By

c. Select **View / Choose Columns** and select the column names below.

d. Select **The Same For All Folders**.

i. You may have to make the same changes to the search results columns

e. Click **OK**.



6. **Click** and **drag** the column to the recommended location.

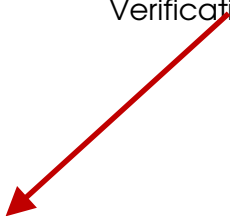
7. These settings are stored on the computer.

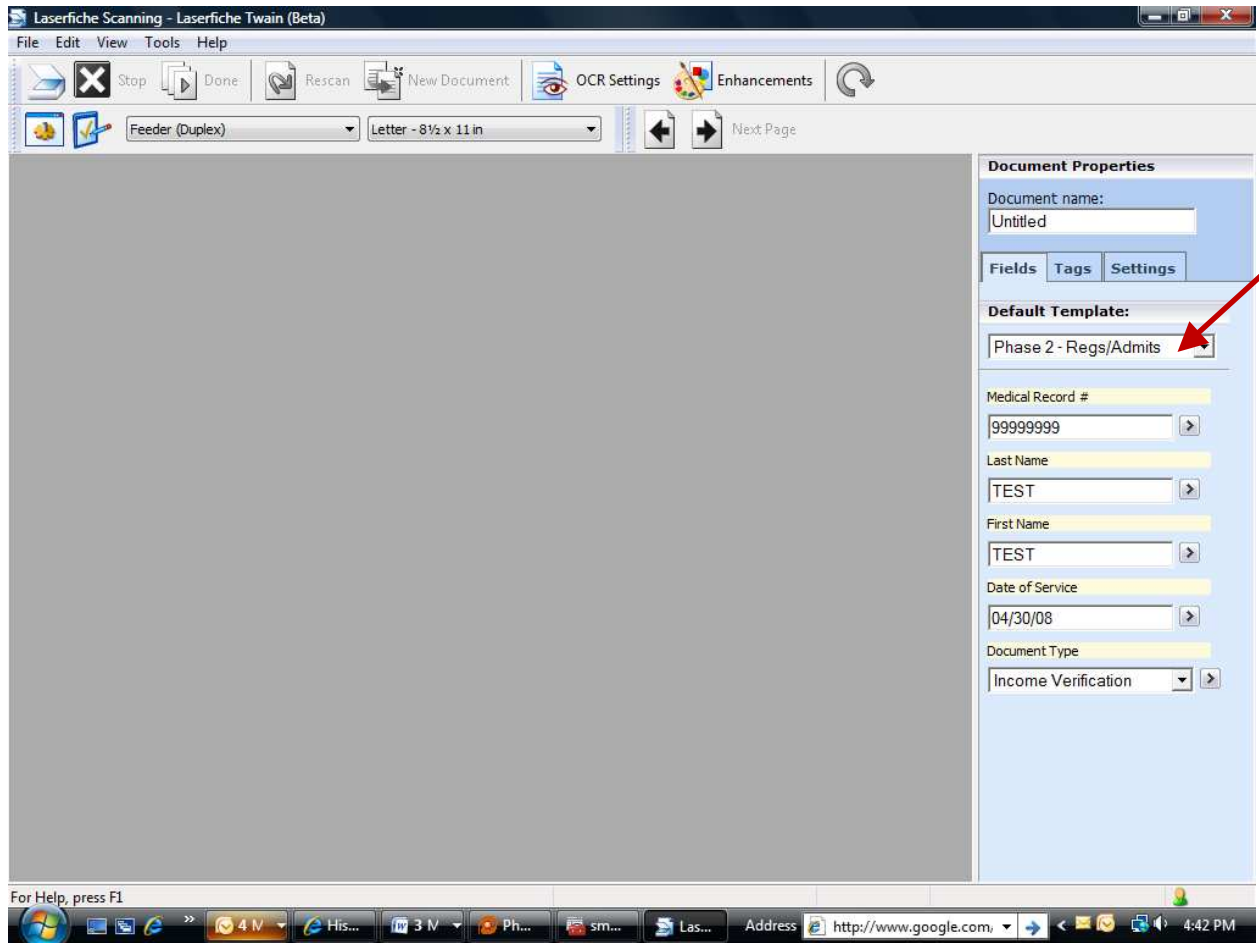
Scanning in Laserfiche



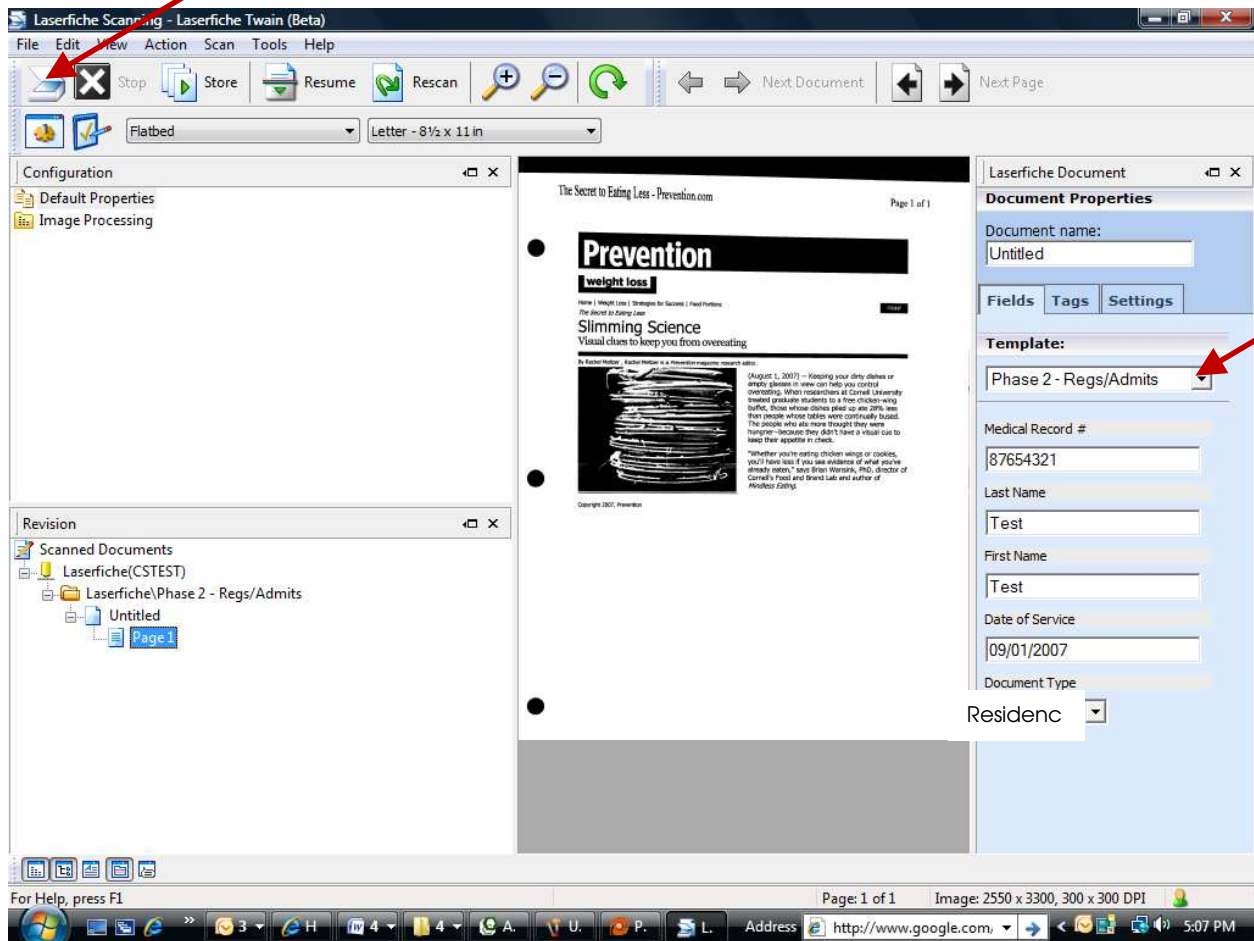
8. Press the **scanner** icon to initiate the scanning process. The Laserfiche template page will appear.
9. Documents can be scanned in two different modes: **Basic** and **Standard**
 - a. All INVISION workstations are setup to scan in **Basic Mode**
10. **Document Name** can remain **Untitled** or can be used to further identify the document type.
11. **Default Template** name should be **Phase 2 - Regs/Admits**.
 - a. Templates are used to determine which fields are collected during the scanning process.
12. Enter patient's **MR#, Last Name, First Name, Information's Date of Service** and **Document Type**.
 - a. All fields are required.
 - b. Data is 'free' text – fields will not be edited.
 - i. Watch out for typos!!!
 - c. Text is case sensitive.
 - i. Recommend that you enter all text in UPPER CASE.
 - d. Press arrow to select **Document Type** from drop down list (i.e.: Income Verification)

Basic Mode View (recommended mode)











Standard Mode View



13. Standard Mode View ONLY:

a. The display icons , located in lower left corner of the screen, allow the user to configure their view.

- i.  - Show / Hide **Configuration** pane
- ii.  - Show / Hide **Revision** pane
- iii.  - Show / Hide **Document Text** pane
- iv.  - Show / Hide **Task** pane
- v.  - Show / Hide **Output** pane
- vi. The following panes are recommended for display:

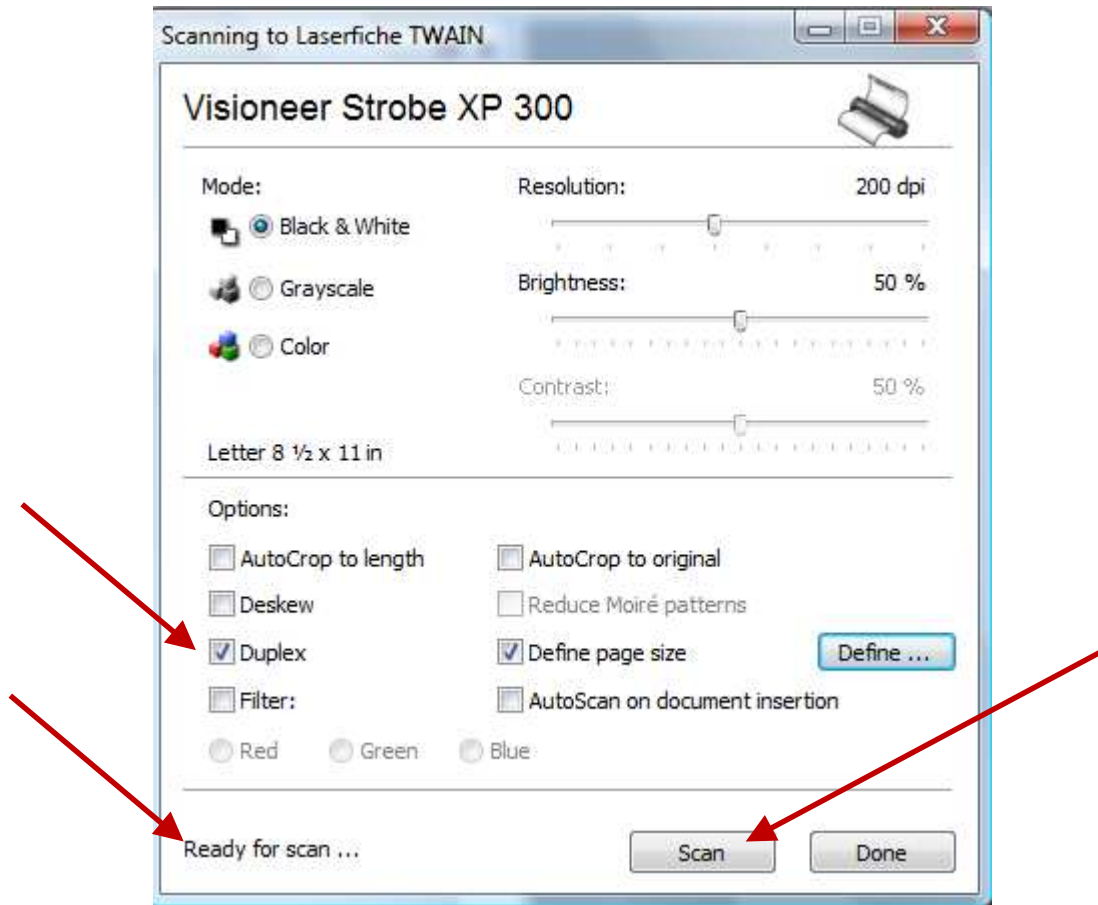
1. **Configuration, Revision and Task**

- vii. The standard mode View can also be configured by selecting **View / Panes**



14. Press the **Scanner** icon to scan your document.

15. The **Scanning to Laserfiche TWAIN** window will display:

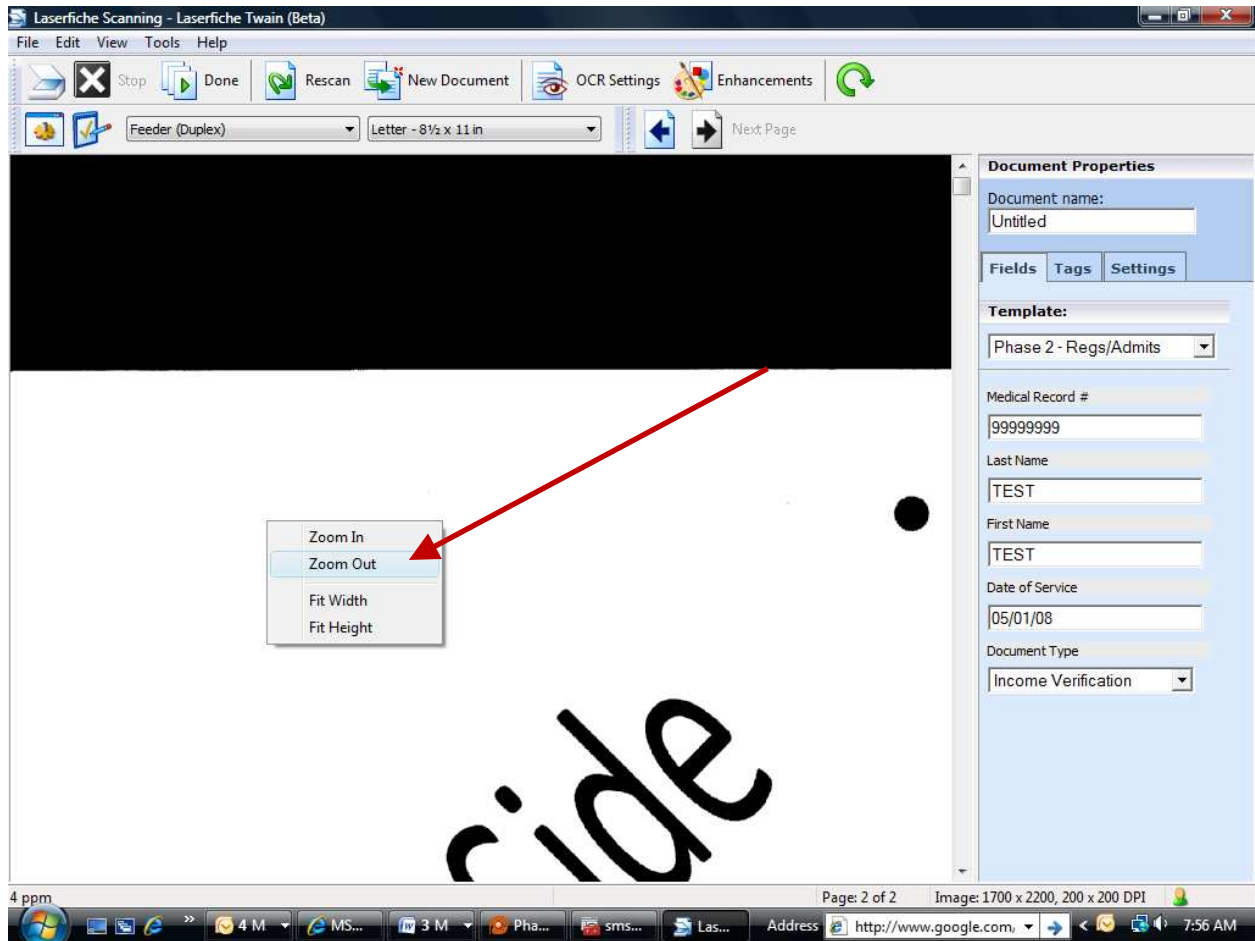


16. Place document face down in scanner.

- a. Note the scanner message at bottom of Scanning screen changes from **'No Document in Scanner'** to **'Ready for Scan'**.
- b. Regular paper documents (i.e.: proof of residence, etc.)
 - i. **Mode = Black & White**
- c. Picture documents (i.e.: driver licenses, etc.)
 - i. **Mode = Grayscale**

- d. If you are scanning a one sided document, uncheck **Duplex**
- e. If you are scanning a two sided document, select **Duplex**
 - i. Scanner will automatically scan both sides
- f. The **Define** button can be used to identify the document page size (i.e.: business card, etc.)
 - i. Recommend that this option remain checked.
- g. Select **Scan** to start the scanning process.
- h. Select **Done** once the document has been scanned.

- i. The scanned image will display in the **Display** area located on the left (Basic Mode) or in the center (Standard Mode)
 - i. Basic Mode Options**
 - 1. To maximize or minimize the scanned document, press the **right mouse button** and select **Zoom In** or **Zoom Out**.



2. You may select to...

a. Store your image by pressing the **Done** icon 

b. Rescan your image by pressing the **Rescan** icon

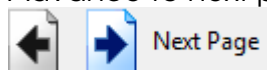


c. Scan a new document for the current patient

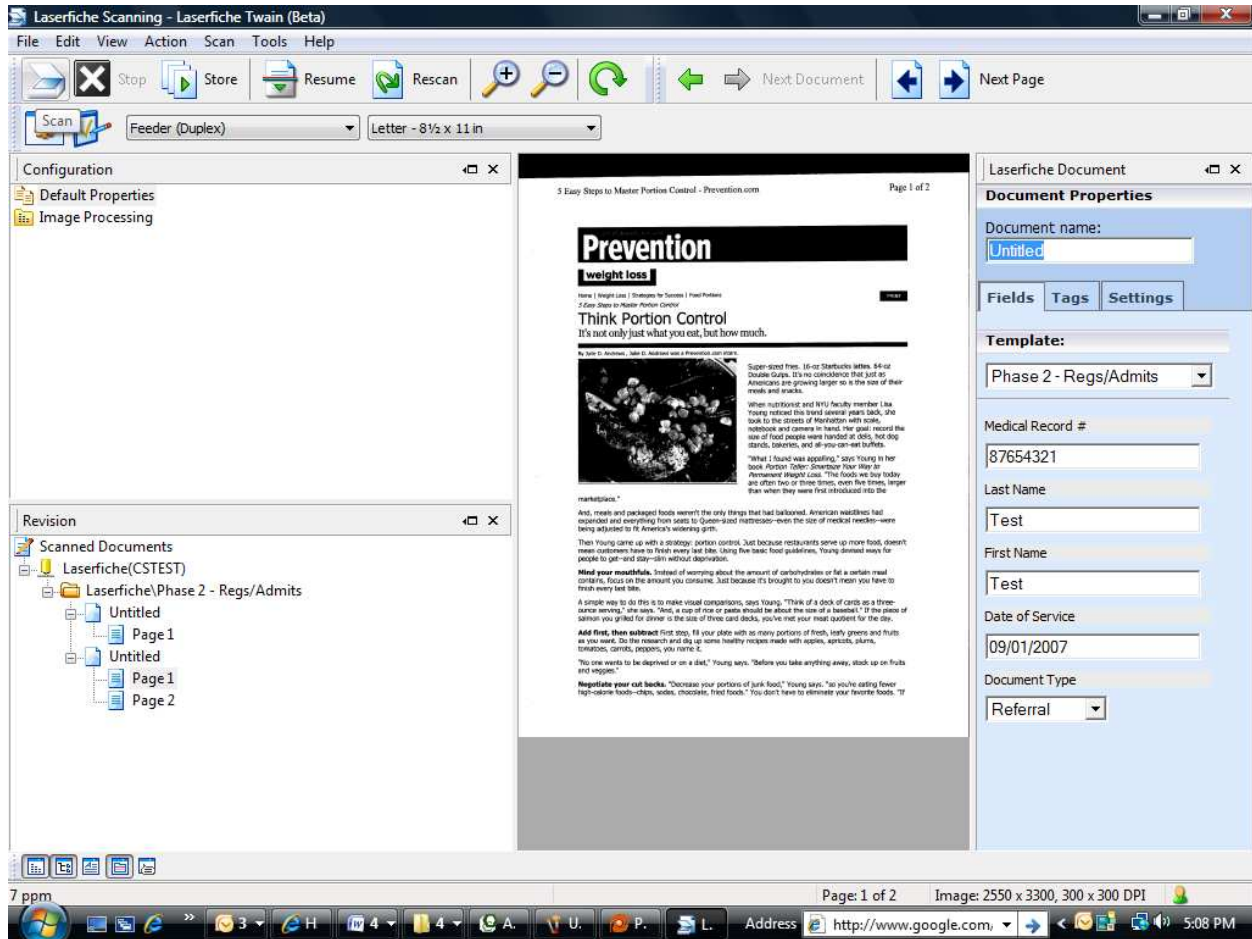


1. Change only pertinent information that is unique for that scan (i.e.: **Document Type = Identification**)

d. Advance to next page by pressing the following icons

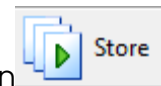


ii. Standard Mode Options



1. You may select to....

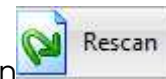
2. Store your image by pressing the **Store** icon



3. Resume your scanning by pressing the **Resume**



4. Rescan your image by pressing the **Rescan** icon



5. Zoom in/out the image display by pressing the **Zoom**



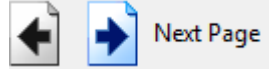
6. Rotate your image by pressing the **Rotate** icon



7. Advance to next document by pressing the following icons



8. Advance to next page by pressing the following icons



iii. If you scan multiple images within a given session, you may switch between images by pressing the appropriate **Next Document** icon or


1. Standard Mode Only....

a. By selecting the appropriate **Page #** in the **Revision** pane located on the left.

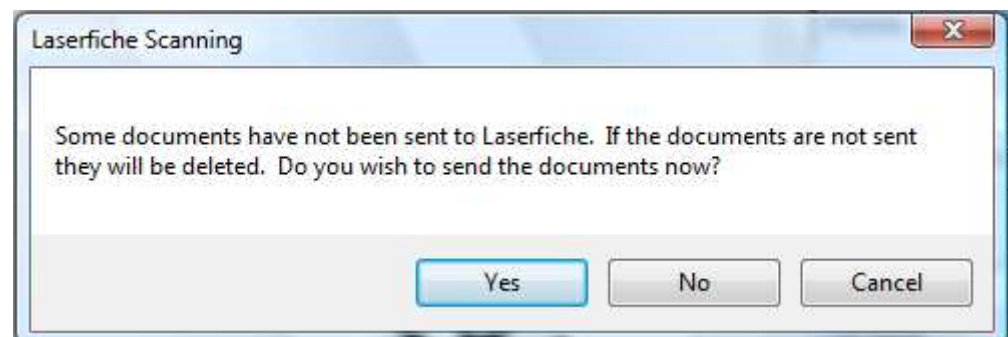
i. If you select to delete an image before it is stored, select the **page #** and press the **Delete** key.

2. Additional documents may be scanned for a patient by pressing the scanner icon and changing only pertinent information that is unique for that scan (i.e.: Document Type = Identification)

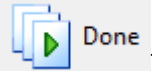
3. Basic Mode Only...

a. To delete an image before it is saved, press the **X** key in the upper right corner of the scan screen. 

b. Answer **No** to the question below.



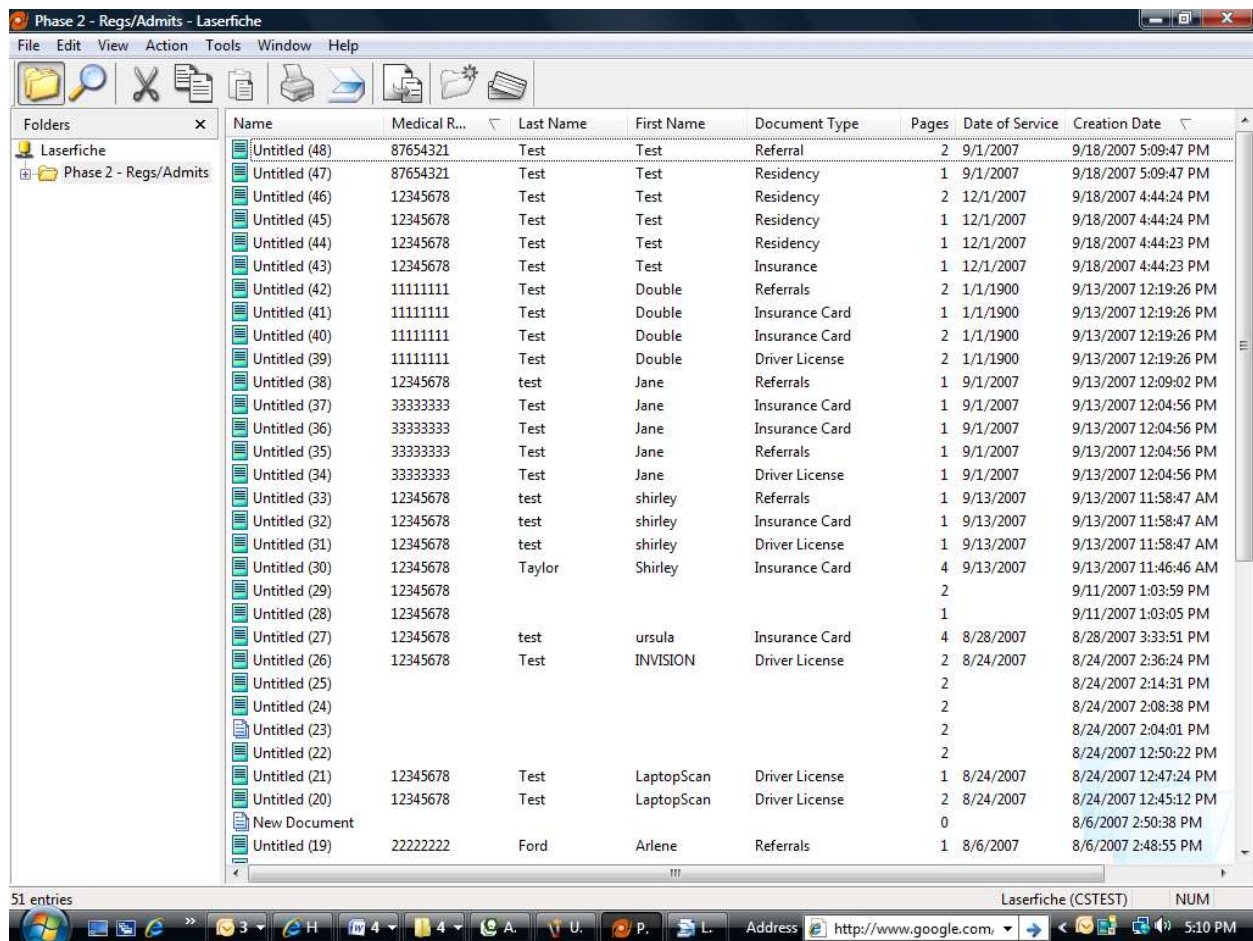
17. Once all documents have been scanned, press the **Store** icon  or Done

icon  to store the images to the repository. Click the **X** in the upper right hand corner of the screen to exit the scan view.

18. All stored images will display on the right side of the **Folder** selection screen

19. Images can be sorted by clicking the column field name.


20. Once an image is stored, it can be deleted by **MANAGEMENT ONLY**.



The screenshot shows a window titled "Phase 2 - Regs/Admits - Laserfiche". The interface includes a menu bar (File, Edit, View, Action, Tools, Window, Help) and a toolbar with icons for file operations. A "Folders" pane on the left shows the current directory structure. The main area displays a table of scanned documents with the following columns: Name, Medical R..., Last Name, First Name, Document Type, Pages, Date of Service, and Creation Date. The table contains 51 entries, including various document types like Referral, Residency, Insurance Card, Referrals, and Driver License, with associated patient information and dates.

Name	Medical R...	Last Name	First Name	Document Type	Pages	Date of Service	Creation Date
Untitled (48)	87654321	Test	Test	Referral	2	9/1/2007	9/18/2007 5:09:47 PM
Untitled (47)	87654321	Test	Test	Residency	1	9/1/2007	9/18/2007 5:09:47 PM
Untitled (46)	12345678	Test	Test	Residency	2	12/1/2007	9/18/2007 4:44:24 PM
Untitled (45)	12345678	Test	Test	Residency	1	12/1/2007	9/18/2007 4:44:24 PM
Untitled (44)	12345678	Test	Test	Residency	1	12/1/2007	9/18/2007 4:44:23 PM
Untitled (43)	12345678	Test	Test	Insurance	1	12/1/2007	9/18/2007 4:44:23 PM
Untitled (42)	11111111	Test	Double	Referrals	2	1/1/1900	9/13/2007 12:19:26 PM
Untitled (41)	11111111	Test	Double	Insurance Card	1	1/1/1900	9/13/2007 12:19:26 PM
Untitled (40)	11111111	Test	Double	Insurance Card	2	1/1/1900	9/13/2007 12:19:26 PM
Untitled (39)	11111111	Test	Double	Driver License	2	1/1/1900	9/13/2007 12:19:26 PM
Untitled (38)	12345678	test	Jane	Referrals	1	9/1/2007	9/13/2007 12:09:02 PM
Untitled (37)	33333333	Test	Jane	Insurance Card	1	9/1/2007	9/13/2007 12:04:56 PM
Untitled (36)	33333333	Test	Jane	Insurance Card	1	9/1/2007	9/13/2007 12:04:56 PM
Untitled (35)	33333333	Test	Jane	Referrals	1	9/1/2007	9/13/2007 12:04:56 PM
Untitled (34)	33333333	Test	Jane	Driver License	1	9/1/2007	9/13/2007 12:04:56 PM
Untitled (33)	12345678	test	shirley	Referrals	1	9/13/2007	9/13/2007 11:58:47 AM
Untitled (32)	12345678	test	shirley	Insurance Card	1	9/13/2007	9/13/2007 11:58:47 AM
Untitled (31)	12345678	test	shirley	Driver License	1	9/13/2007	9/13/2007 11:58:47 AM
Untitled (30)	12345678	Taylor	Shirley	Insurance Card	4	9/13/2007	9/13/2007 11:46:46 AM
Untitled (29)	12345678				2		9/11/2007 1:03:59 PM
Untitled (28)	12345678				1		9/11/2007 1:03:05 PM
Untitled (27)	12345678	test	ursula	Insurance Card	4	8/28/2007	8/28/2007 3:33:51 PM
Untitled (26)	12345678	Test	INVISION	Driver License	2	8/24/2007	8/24/2007 2:36:24 PM
Untitled (25)					2		8/24/2007 2:14:31 PM
Untitled (24)					2		8/24/2007 2:08:38 PM
Untitled (23)					2		8/24/2007 2:04:01 PM
Untitled (22)					2		8/24/2007 12:50:22 PM
Untitled (21)	12345678	Test	LaptopScan	Driver License	1	8/24/2007	8/24/2007 12:47:24 PM
Untitled (20)	12345678	Test	LaptopScan	Driver License	2	8/24/2007	8/24/2007 12:45:12 PM
New Document					0		8/6/2007 2:50:38 PM
Untitled (19)	22222222	Ford	Arlene	Referrals	1	8/6/2007	8/6/2007 2:48:55 PM

Retrieving Scanned Images

21. To search and reserve an image, select the **Search** icon  on the Folder selection screen.

22. Any field in the **Phase 2 – Regs/Admits** template can be used to search the image repository (i.e.: MR#, Last Name, First Name, Date of Service, Document Type).

- a. If these fields do not display once the search icon is selected, select the double arrow next to **Customize Search** and select **Fields** and deselect **Text**.



- b. Keep in mind that you must change templates if you are searching for images that were stored during Phase 1 (this is necessary initially; however, all images will eventually reside under one template).

- i. Phase 1 images are searchable under the **Registration** template.
 1. This template is used to house images that are scanned by Admitting, Outpatient Registration, Hospital Billing, Patient Processing / Financial Counseling and Shared Billing
- ii. All admitting / registration images will be moved to the **Phase2 – Regs/Admits** folder once Laserfiche is implemented in all remaining clinics.

23. All images that meet the search criteria will display on the right.

24. Open the image by double clicking the appropriate filename.

25. The new image will display in a separate window.

- a. If your image has multiple pages, select the appropriate page # to view that page.

Phase 2 - Regs/Admits - Laserfiche

File Edit View Action Tools Window Help

Search

Customize Search

Field

Template: Phase 2 - Regs/Admits

Medical Record #

Last Name

First Name

Date of Service

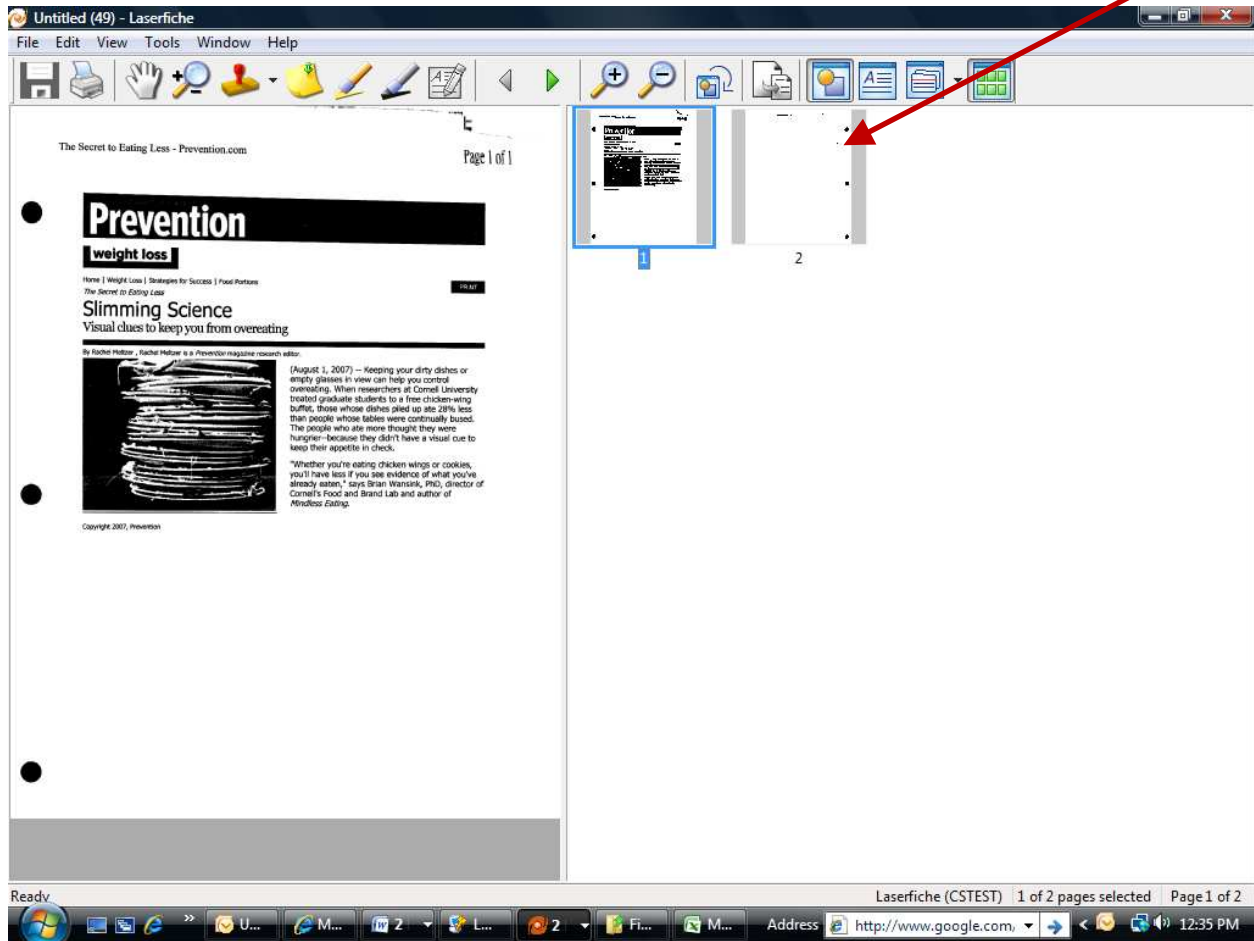
Document Type

Name	Medical R...	Last Name	First Name	Document Type	Pages
Untitled (3016)	BAKER	CAREY	020108	Insurance	1
Untitled (5880)	99999999	TEST	TEST	Forms	2
Untitled (593)	99803787	ABRAHAM	MADOLYN	Identification	1
Untitled (594)	99803787	ABRAHAM	MADOLYN	Insurance	1
Untitled (2363)	99802984	MARKS	LISA	Identification	2
Untitled (2364)	99802984	MARKS	LISA	Insurance	2
Untitled (2365)	99802984	MARKS	LISA	Insurance	2
Untitled (229)	99802645	MILLER	LINDA	Insurance	1
Untitled (230)	99802645	MILLER	LINDA	Referral	1
Untitled (2634)	99802645	MILLER	LINDA	Referral	1
Untitled (2637)	99802645	MILLER	LINDA	Forms	1
Untitled (3060)	99802623	SILAS	LINDA	Identification	1
Untitled (2474)	99802478	WAGNER	RACHEL	Referral	1
Untitled (2318)	99802158	WINGFIELD	RUTH	Identification	2
Untitled (2319)	99802158	WINGFIELD	RUTH	Insurance	1
Untitled (5356)	99802158	WINGFIELD	RUTH	Forms	2
Untitled (5357)	99802158	WINGFIELD	RUTH	Forms	2
Untitled (5358)	99802158	WINGFIELD	RUTH	Forms	2
Untitled (5359)	99802158	WINGFIELD	RUTH	Forms	1
Untitled (3293)	99801916	MITCHELL	THEDA	Insurance	2
Untitled (3294)	99801916	MITCHELL	THEDA	Insurance	2
Untitled (3295)	99801916	MITCHELL	THEDA	Insurance	2
Untitled (452)	99801566	CONRAD	LESLEY	Identification	1
Untitled (455)	99801566	CONRAD	LESLEY	Insurance	1
Untitled (456)	99801566	CONRAD	LESLEY	Forms	1
Untitled (2588)	99800805	LADOUX	MARY	Referral	1
Untitled (1592)	99800694	GIPSON	LATISHA	Identification	1
Untitled (1593)	99800694	GIPSON	LATISHA	Insurance	1
Untitled (4313)	99800390	JONES	BARNARA	Identification	1
Untitled (4314)	99800390	JONES	BARBARA	Identification	1
Untitled (869)	99799901	SALMONS	CATHERINE	Identification	1

6050 entries (1 selected)

Laserfiche (TEST) NUM

Address http://www.google.com, 9:14 AM



Logoff Process

26. To **close the image**, select **File / Close** or press '**X**' in the upper right hand corner.

27. To **exit Laserfiche**, select **File / Exit** or press '**X**' in the upper right hand corner of the main screen.

General Questions / Answers:

1. What should I scan in Laserfiche?

- a. The general rule that should be utilized by all Admitting / Registration clerks is to scan all documents that contains a patient's signature or anything that is currently being Xeroxed and placed in the patient's folder.
- b. Individual department policies may outline additional documents that clerks should scan.

2. Will the Phase1 images remain stored under the patient's medical record folder?

- a. Initially, yes. Once Laserfiche is installed throughout all clinics, all Phase 1 images will be copied to the Phase 2 folder.

3. Will Laserfiche automatically log me out of the system if the system is idle for so many minutes?

- a. Yes.
- b. You will be automatically logged out of the system after 30 minutes of no activity.

4. Can I access Laserfiche through the internet?

- a. Yes
- b. You can access Laserfiche, in VIEW ONLY mode, via the web by clicking on the address below:
 - i. <http://sh-laserfiche/weblink7/>

5. Who should I call if I have questions concerning the application?

- a. Your friendly users consultants in Clinical Support (5-5470 option 1)

6. What should I do if my scanner loses connection?

- a. Shut down your computer

- b. Unplug the scanner from the computer, then plug it back in. It should fit securely, but should not be forced. It will only plug into the computer one way
- c. Unplug the power from the scanner, then plug it back in.
- d. Turn the computer back on.
- e. *If all else fails, call your friendly user consultants in Desktop Support (5-5470, option 2)*