

## Insurance Card Scanning with Fujitsu Scanner

- Place insurance card face down on the paper feed long ways with the top of the insurance card facing to the left. Move the paper guides together so they hold the insurance card correctly.
- Fi-4120C2dj window will open
  - Select ScandAll21 To File
  - Click the OK button
- Scan ToFile Window opens
  - Files of Type:
    - § JFIF/JPEG
  - Compression Type:
    - § CCITT Group4
  - Increase/Decrease Color Depth:
    - § None
  - Path:
    - § C:\scans\
  - File Name(without ext):
    - § Auto fills with date, # and PRC
  - Click the Acquire button
- TWAIN Driver (32) Window opens
  - Resolution 200 x 200
  - Scan Type:
    - § ADF (Front Side)
  - Paper Size
    - § Business Card
      - May need to be adjusted for larger insurance cards
  - Click Options Button
    - § Under Rotation tab
      - Rotation Degree 90 degrees
    - § Click OK button
  - Click Scan button
  - Scanning will begin
- Once you've scanned both sides of the insurance card, in the ELF you will right click on the patient's name in the Appointment Log.
  - Click on Patient Insurance option
    - § Highlight the insurance information in the Patient Insurance Policies window that corresponds to the insurance card you just scanned.

- § If there is no insurance information in the Patient Insurance Policies window or this is a new insurance for this patient, this information will need to be added into the Patient Insurance Policies window.
- Select the Back or Front tab depending on which side of the card you are going to assign to the Patient Insurance information.
- Click Assign Insurance Card file, it is the icon that looks like folders. This will pull in the image you scanned into the ELF.
  - § You can double click on the image to view, rotate if needed or enlarge the image.