



ScanSharp®

ScanSharp 6 / Athena Configuration Guide



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Hardware

The INUVIO™ EcoScan® i6s (667), i6d (687), i4s (467), i4d (488), iMd (ADF), and iAd (ADF) or INUVIO™ DocketPORT® 687, 667, 467, 487, and 488 scanners can be used with athenaNet. You will need an available USB port on your computer for this device.

Using a thin/lean/slim client to operate the scanner to scan insurance card images or clinical documents is not recommended or supported because of specific file storage limitations. Please refer to this page for other hardware requirements specific to running athenaNet®.

Software

ScanSharp® Version 5.0 or greater (recommended).
ScanSharp® OCR / ScanOCR® (compatible, but not something you should buy)—do not buy as AthenaNet® currently has no integration for OCR capability. This will be coming in future.

Support

Please first refer to this document and the page with frequently asked questions about the software on the vendor's website at www.inuvio.com/service/faqs. Our vendor is fully aware of our functionality and can assist with your issues. If there's an issue they can't resolve they make our team at athenahealth aware of this.

Technical Support: Visit www.scansharp.com and register your MY ACCOUNT and click Contact Support to open a support ticket. Or you can email support@inuvio.com or call 214.550.5995, Option 2.

Sales: email sales@inuvio.com or call 800.291.1471, Option 3. *For clients that are ordering in bulk (20+ scanners and software) it's recommended that you call or email for special pricing.

Scanners can be purchased at the following website:

<http://www.scansharp.com>



* Purchasing scanners or software from other vendors will not be supported and most likely will not work. Athenahealth doesn't have direct contacts with any other vendor and will not be able to test or assist if you have issues. The purchase of scanners and software through our vendor will ensure the product works with AthenaNet® and that the client will be satisfied with their purchase.

Purchase (from website listed above):

If this is your first time purchasing from the site then choose to REGISTER. Proceed to fill out your new customer registration information. Be sure to select "Athenahealth" as your Partner Name/Code. Then log into MY ACCOUNT. On the main page under "Shop" you will see "Software, Hardware, Warranties, and Accessories". From the Hardware section of the site you can shop for scanners. Choose a scanner based on your needs, single or double sided, cards only or cards and documents and click BUY NOW. All scanners listed will work with AthenaNet®. After you select a scanner you will need to go to the Software section and select ScanSharp® and click BUY NOW. Now you're on the shopping cart page. You will see you have 2 different Items. One item is the ScanSharp® Software and the other is the physical scanner.

Legally you must have 1 copy/license of the software per scanner. If the shopping cart has what you need click the button: PROCEED TO CHECKOUT. In order to receive the discount you are entitled to as an Athena customer; please enter "Athenahealth" in the Checkout Code field at checkout. The partner code field is NOT the correct field to enter this discount code but please insert "Athena" in this field as well. As an athenahealth customer, you will receive a 5% discount at the time of your ScanSharp® purchase. However, this discount can't be calculated if you don't enter the CHECKOUT code as instructed. The rest of the checkout process should be self-explanatory. If you have issues with the site please contact INUVIO at orders@inuvio.com or 214.550.5995 as we have no direct control over their website.

Installation

ScanSharp® 5.0 and greater (e.g. Version 5.0.0.1, 5.2.0.0, etc.)

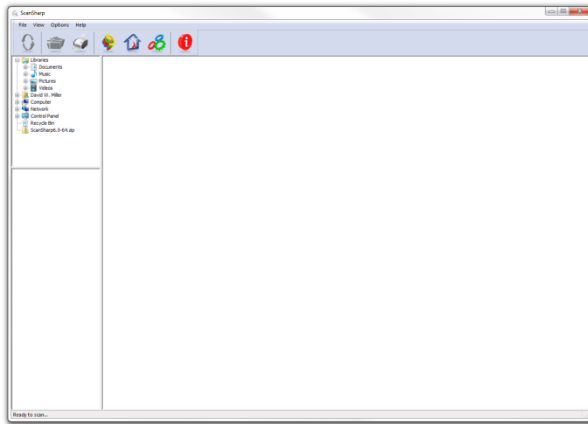
ScanSharp® Installation Guide for Athenahealth – www.inuvio.com/Athenahealth

ScanSharp® Configuration Guide for Athenahealth – www.inuvio.com/Athenahealth

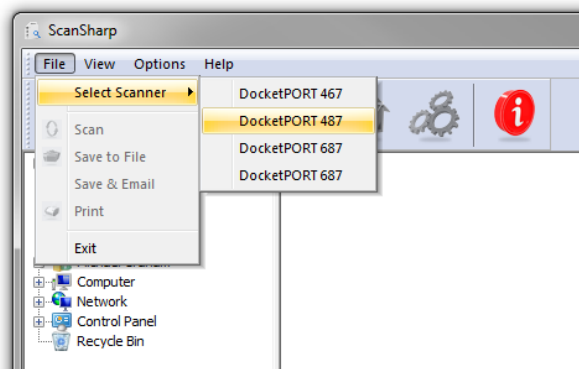
When you run the ScanSharp® software the first time after installing you will be brought to the ScanSharp® main screen which looks like this:

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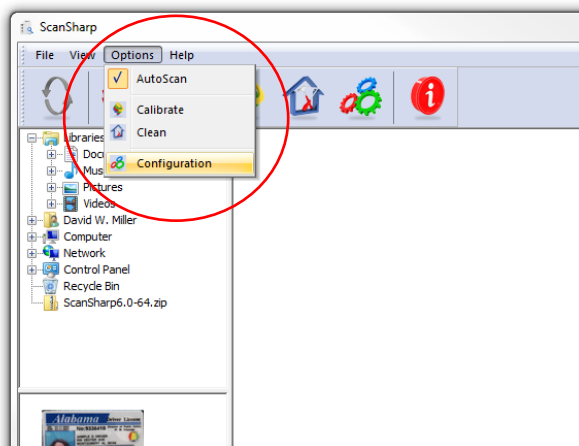
PATH TO INNOVATION



The first thing you will want to do is select your scanner from the scanner drop down menu under File and Select Scanner at the top of the application as picture below:



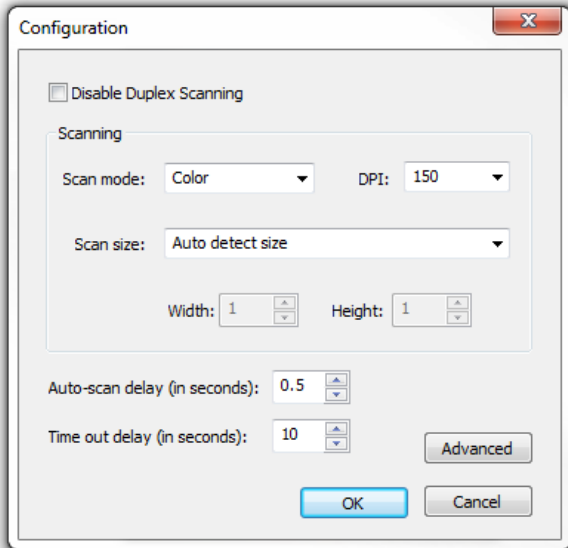
You can check or change your configurations at any time by accessing the configuration control panel under Options and Configuration as pictured below:



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The configuration control panel is pictured below:

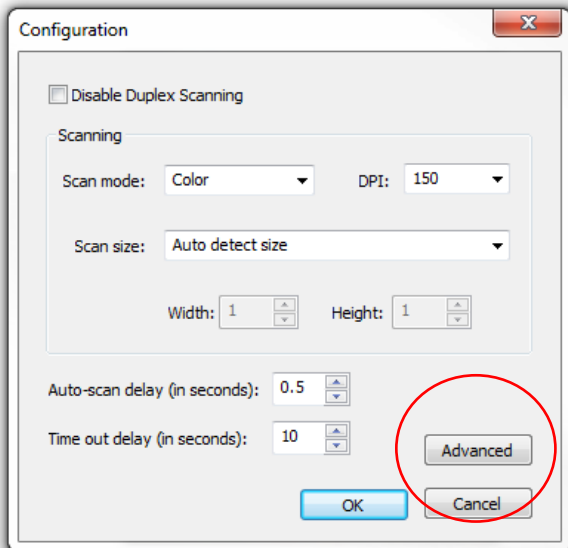


The default scanning mode is "Color", which is correct for AthenaNet®.

The default scanning resolution is "150 DPI", which is correct for AthenaNet®.

The default for Auto-scan Delay is 0.5 seconds, which is correct for AthenaNet®.

Advanced configuration settings can be found by clicking the "Advanced" button as pictured below:

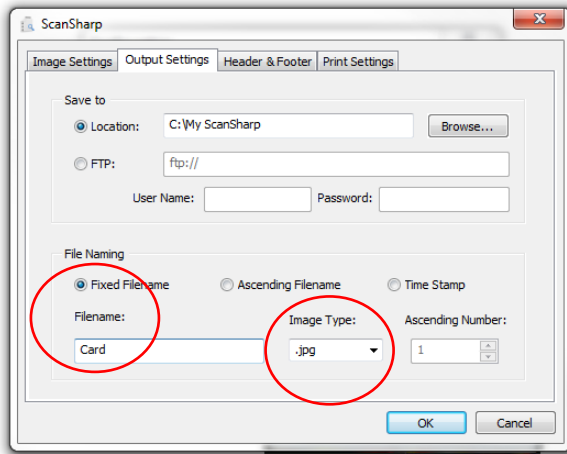


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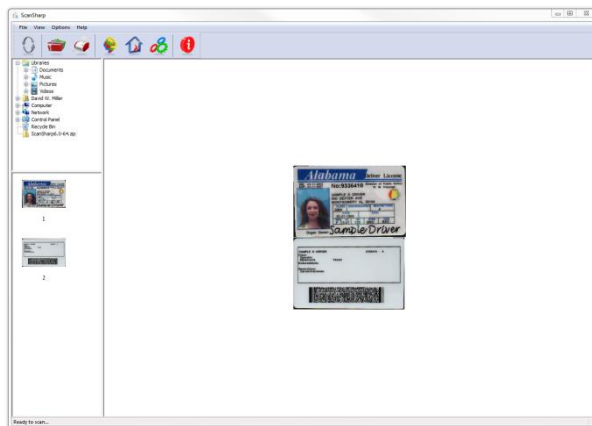
The default image setting for concatenate is scan “2” sides of a card/document, which is correct for AthenaNet®.

The default image setting for concatenation style is “Vertical Portrait”, which is correct for AthenaNet®.



The default File Naming setting is “Fixed Filename” and the fixed filename is “Card-AB” and Image Type is “.jpg”, which is correct for AthenaNet®.

When you’re done setting up the image storing options within the software you will return to the main scanning screen and begin scanning cards and/or documents as pictured below:



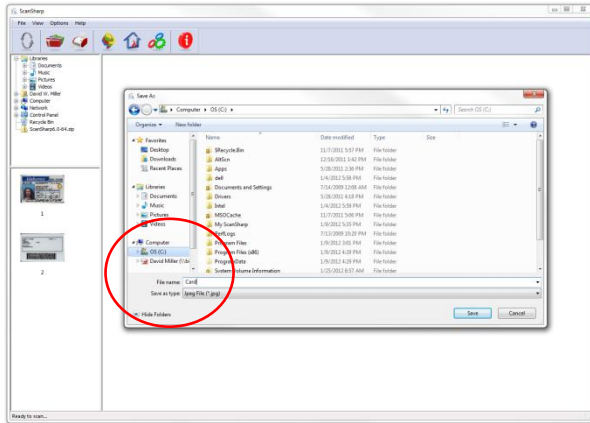
Once you’ve scanned an item and are ready to save the image hit the “Save” button in the tool bar at the top of the application as pictured below:



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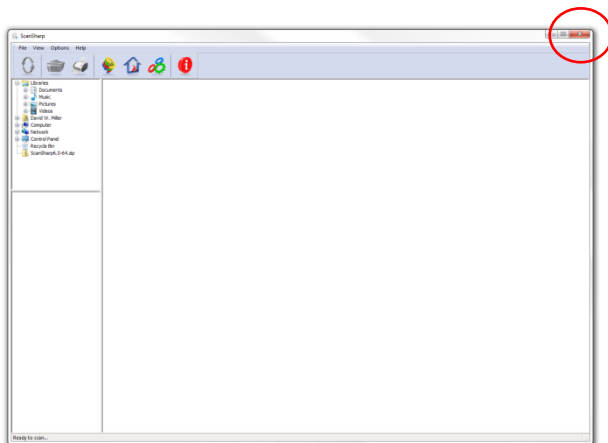
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When saving a scanned image be certain that the file name is set to “Card-AB”, Save as Type is set to “Jpeg File (.jpg)” and that the save as location is selected as the root or “C:/Card” drive/file.



You're now done and ready to scan images for use with AthenaNet®.

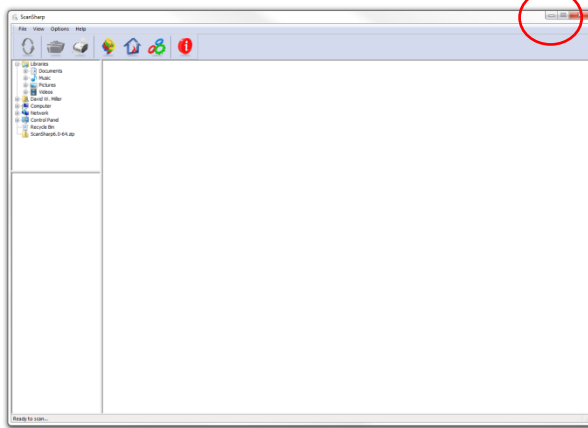
When you're ready to close ScanSharp® simply hit the “X” at the top right corner of the application window as pictured below:



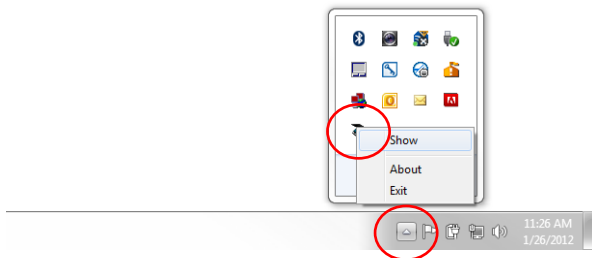
To minimize the application on your Windows desktop simply hit the minimize button on the top right of the application window as pictured below:

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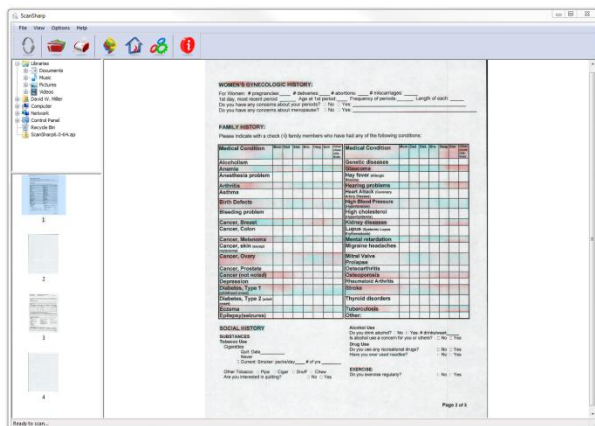
PATH TO INNOVATION



Please note that if you minimize the application you will need to click on the little arrow at the bottom right of your Windows desktop and then right click on the scanner ICON and select “Show” as pictured:



ScanSharp® 6.0 can also be used to scan and save full-size 8 ½ by 11 inch multi-page documents and fully supports the use of any EcoScan® or DocketPORT® small, medium and large ADF (Auto Document Feed) scanners including the ability to create multi-page PDFs for document management. Simple scan the document/s into ScanSharp® and then click Save to File and choose your desired format such as PDF (*.pdf). ScanSharp® will then ask you whether you want all the pages saved as a single document or not.



The complete ScanSharp® User Manual can be downloaded at www.inuvio.com/service/downloads.