CHECKLIST

Document Management

How to Choose a Scanner

A scanner is a critical component for any document management system. It is important to consider price in relation to your overall budget, as well as key features like size and the volume of the documents you need to scan.

The Price Is Right

While every scanner feature has some effect on the purchase price, two of the biggest are page size and color capability. If you will only be scanning 8.5" x 11" documents, you don't need to spend extra money on a larger-format model that might be used for scanning oversized charts. Color is much the same. If you are planning to scan only black-and-white documents, you'll save money by opting for a grayscale scanner.

Benefits of Document Imaging:

- Multiple-user access to patient information
- Improved coding/accounts receivable processing time
- Helps achieve HIPAA privacy and security requirements
- Document and insurance card capture at admissions/registration
- Improved EOB and remittance processing
- Supplement EMR, HIS, PMS, and other systems
- Reduce off-site storage costs

Bring on the Big Jobs

Your scanner should have an automatic document feeder (ADF). This feature speeds up the scanning process by allowing stacks of paper to be placed into a tray and automatically fed one page at a time into the scanner. Without an ADF, you will have to manually insert each document—a labor intensive, time-consuming process.

Do You Have a Need for Speed?

Document scanners can handle between 10 and 200 pages per minute and are available with both simplex and duplex capabilities. Duplex scanners capture both sides of a two-sided document in a single pass. High-speed and duplex scanning will increase the price. It may be more cost efficient to buy two 20ppm scanners instead of a single 40ppm model.

Call today for personalized help selecting the right scanner for your document management system.

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