



Passport Documents™

Online Document Transfer

OFFICE USER GUIDE

Passport Documents™ gives you an easy way to control document collection and organize the important patient documents you need. Physician offices can easily scan or upload documents directly to the facility, giving you immediate satisfaction of knowing your document was sent successfully without having to spend hours on the phone or sending the same document through a fax machine.

Passport Documents allows Physician Offices to send consents, labs, orders, and other document types electronically to facilities. Documents may be sent to the facility electronically by either using a scanner (any scanner model is acceptable, including multifunction printers) or selecting a file to upload. No special hardware is required.

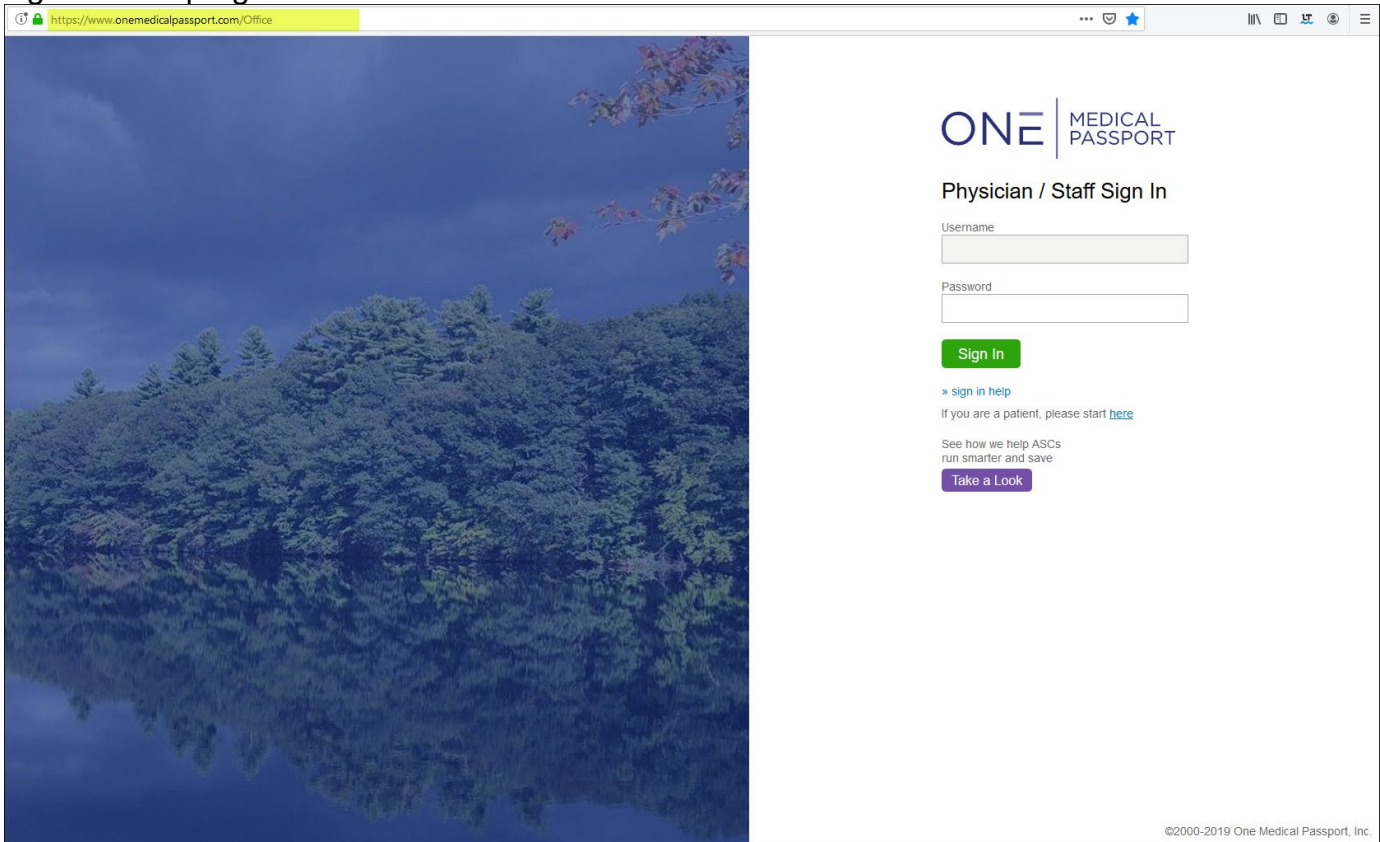
The following is a detailed outline of the different aspects of Passport Documents.

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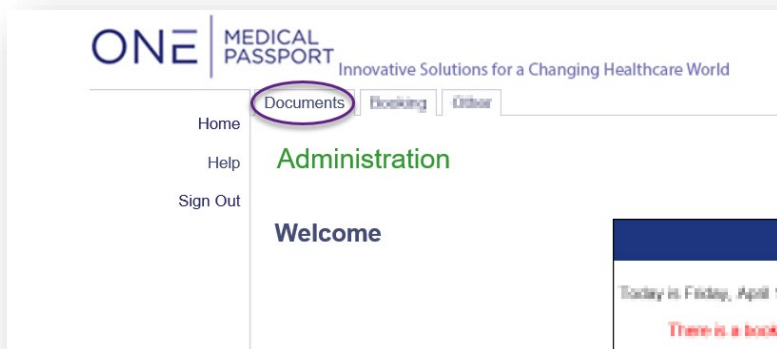
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Login

Navigate to <https://www.onemedicalpassport.com/office> and enter your username and password to sign into the program.



To access Passport Documents, select the 'Documents' tab:



To Create a Document Group

Select the Documents tab:

This will step you through the process:

Step 1: Select a physician from the dropdown.

Step 2: Search for the patient. Hit 'Search for Patient'. Last name is the only required field on this page.

Step 3: If the patient already has a profile within One Medical Passport Documents, they will become available for you to choose. If not, select 'Create a New Patient' at the bottom of the screen to enter in their information. Note that we will refer to any applicable input of information to pull the patients information for ease, including Medical Passports, Passport Booking Requests, or an OR Scheduling Feed.

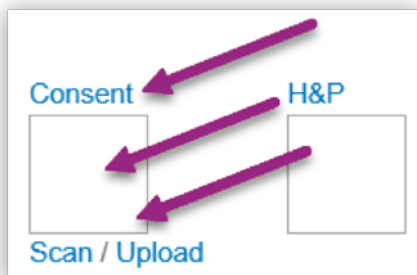
Step 4: If you select a patient's profile, you will be asked to select the Date of Procedure.

Adding Documents into a Document Group

There are a variety of ways to add documents into a Document Group: Scanning, Uploading, and Batch Scanning.

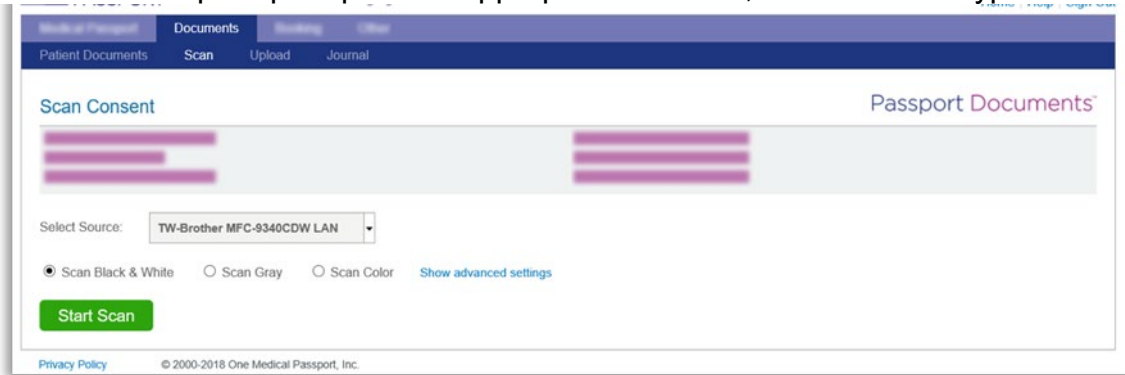
Scanning Documents

To Scan a document into a Document Group, you can select Scan, select the bucket name, or click into the square of the bucket.



Note: to be able to utilize the scanner, the TWAIN Component will need to be downloaded. Please see the TWAIN Component Download Instructions portion of this document for further details on this.

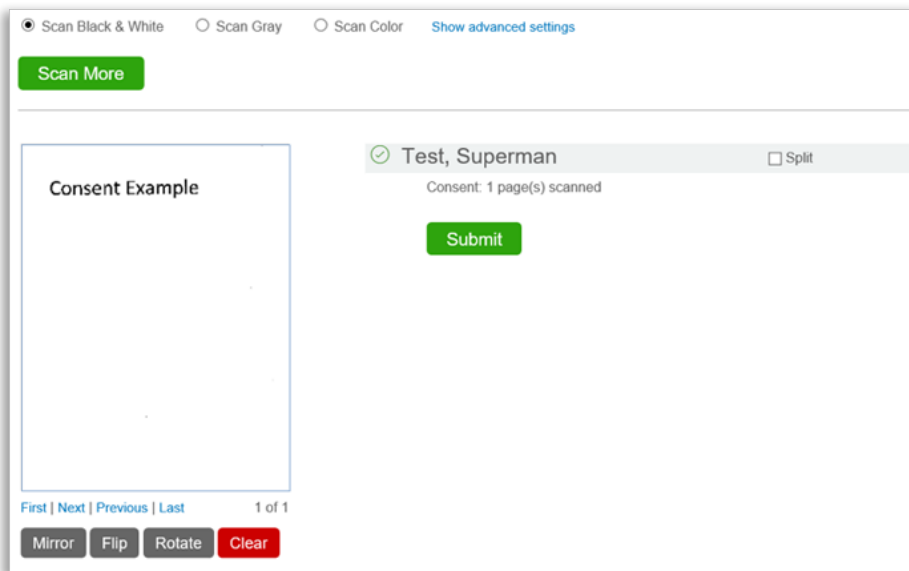
There will be a prompt to pick the appropriate scanner, as well as the type of scan to be performed:



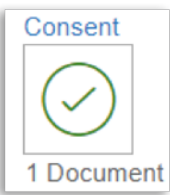
If scanning in gray or color, it will take more time to process. Note that this also provide a clearer picture.

Select 'Show advanced settings' for further scanner options that can improve either processing time or the quality of the scan.

After the scan processes, the scan viewer will allow to review the output. If needed, the document can be altered by mirror, flip, or rotate.



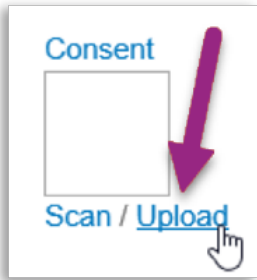
Once the document is satisfactory, hit 'submit'. This will give the bucket a green checkmark:



Upload Documents

As an alternative to Scanning, the end user can upload any document that is available through a file-search.

Select 'Upload' under the appropriate bucket:

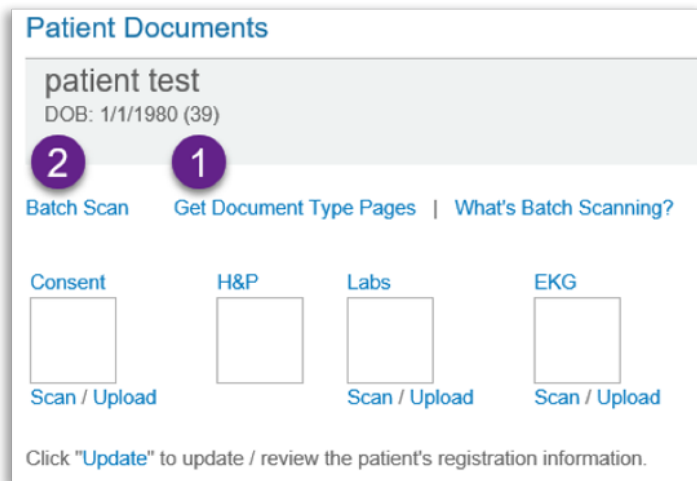


Click on 'Choose File' ('Browse...' in IE and Edge) to choose the appropriate document from your drive, then click "Upload" to upload the document.

Supported file types: PDF, TIF, PNG, JPG, DOC and DOCX (MS Word), XLS and XLSX (MS Excel), and ZIP.

Batch Scanning

For Physician Offices that need to submit a large chart packs, batch scanning offers an efficient way to transmit multiple pages into different buckets all at once.



Step 1: Get Document Type Pages

To be able to know which documents should go into the appropriate bucket, print off the barcode sheets. Selecting this button will open up a PDF file. **Note:** some browsers will ask you if you want to Open or Save the file, for this action you would simply need to open the PDF.

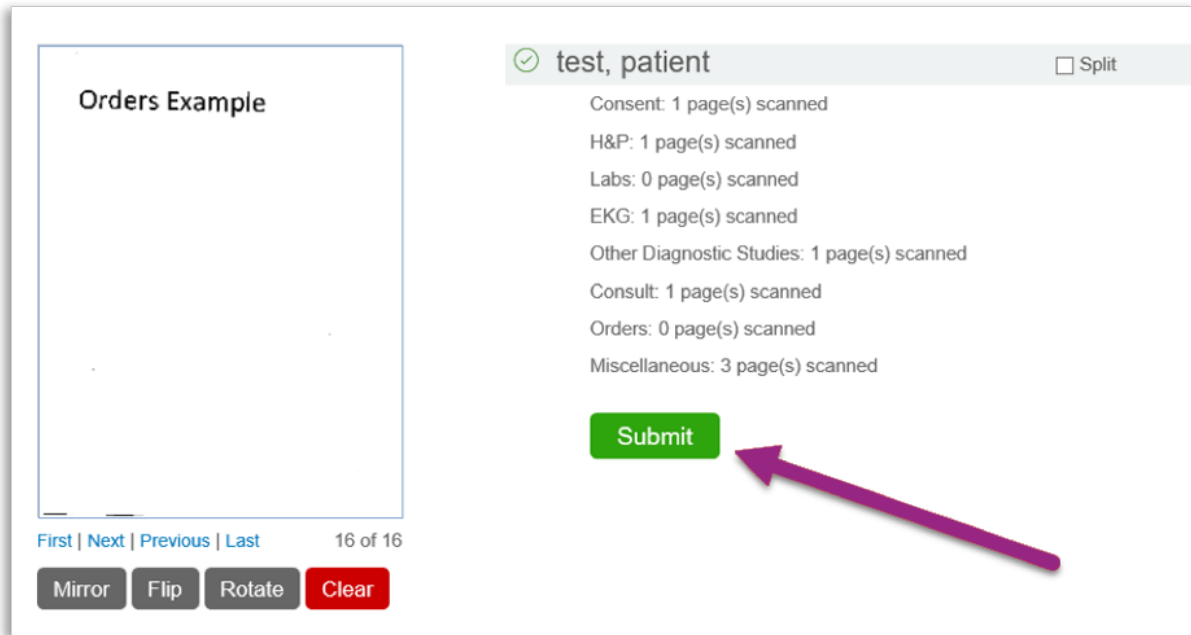
Once you have printed the Document Type Pages, you can then sort the patient's chart pack behind the appropriate barcodes.

Step 2: Batch Scan

Take the chart pack that is organized with the appropriate barcodes and place it into a feeder scanner, then select 'Batch Scan'.

Make sure the appropriate Scanner is chosen in 'Select Source'. If you want to change the color or scanner settings, select any of the appropriate choices. Once that is completed, you can hit 'Start Scan'.

Once all of the Documents are scanned, and to complete the Batch Scan, hit 'Submit':

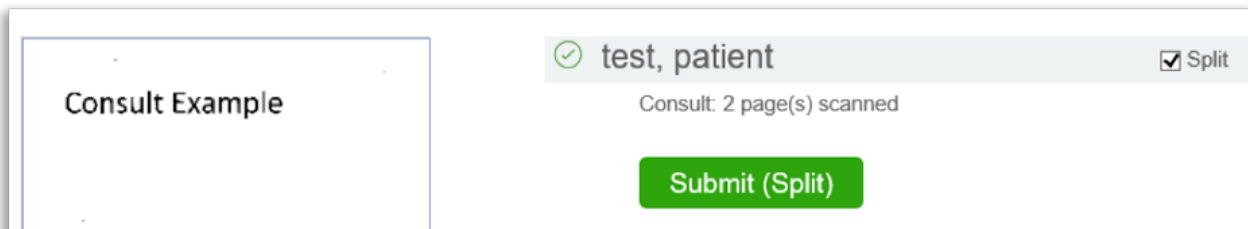


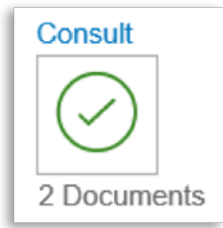
Split Function

When someone scans multiple pages into a bucket or into Batch Scanning, there will be an option to Split the pages.

The Split functionality will allow for the end user to break up one scan into different documents. For example: if, in the Consult bucket, the Physician Office Scheduler adds a Pulmonary Consult and a Cardiac Consult within one scan, the Split function allows for those two Consults to be two separate documents within the bucket.

If the 'Split' button is selected, the user will see 'Submit (Split)' on the green button.






The H&P Document Bucket

The H&P document bucket is the only bucket that does not have the initial Scan/Upload action steps underneath it. This is because the Physician Office user can add a Physician Signature Date:

Physician Signature Date

test, patient
Primary Phone:
DOB: 1/1/1980

Please enter the signature date.

Signature Date (MM/DD/YYYY) 

Once the Signature Date has been added, hit 'Next'.

The second Next button takes you to the Scan function to scan the H&P, the '(for Upload)' button allows you to upload the document from your computer.

Managing Documents

When selecting the 'View' option, there are a few options:

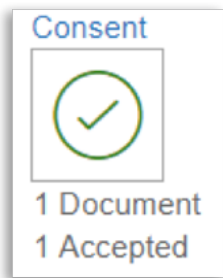


Back returns back to the Document Group.

Rescan/ Upload allows you to *replace* the document that you are viewing.

Accepted Documents

The Facility has the ability to display that they have accepted a document.



Note that this will display both on the Facility and the Office side underneath the bucket and will be notated in the Journal.

Rejected Documents

The Facility can also reject a document for a variety of reasons, including 'Other' that can be free-typed.

H&P Documents

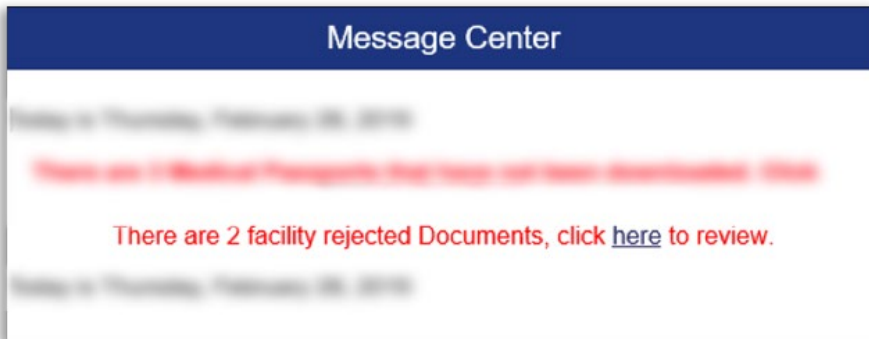
Superman Test
DOB: 1/1/1955 (63)
(000) 000-0000

Please select an option to reject the document:

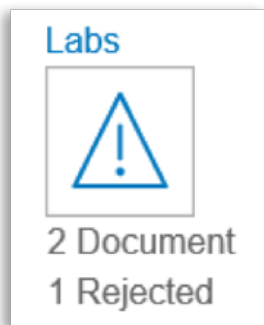
- Poor Image Quality
- Wrong Patient
- Wrong Procedure Specified
- Wrong Document Type
- Other Rejected

Other Reason:

You will receive a notice in your message center of the Rejection:

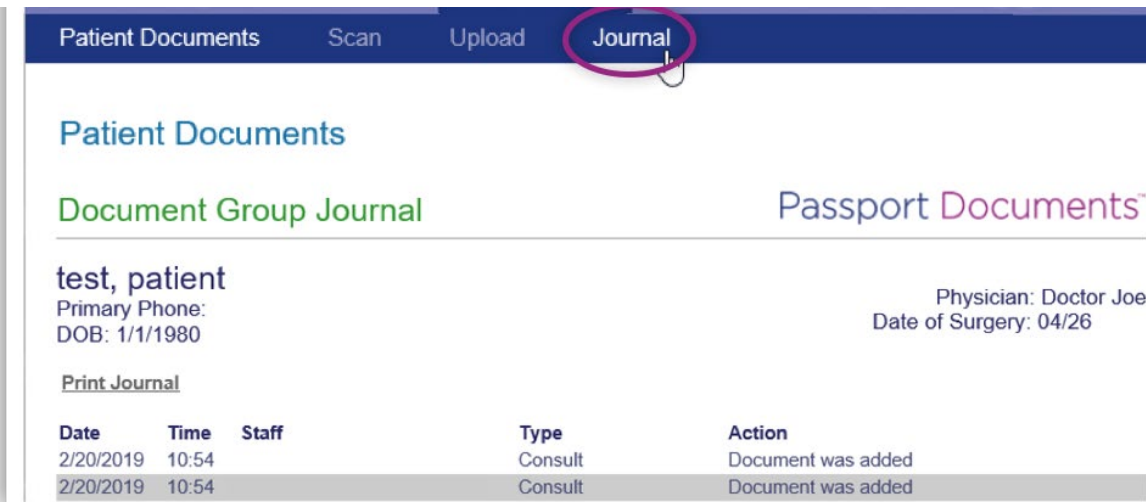


While in the Document Group, you will be able to easily identify what the rejected document is by the changed icon and note below the bucket:



Journal

At the top of the page, there is a Journal option for each Document Group so that one can see any activity, including what action was taken, who took it, and when it was taken, which allows for accountability and reduces communication issues.

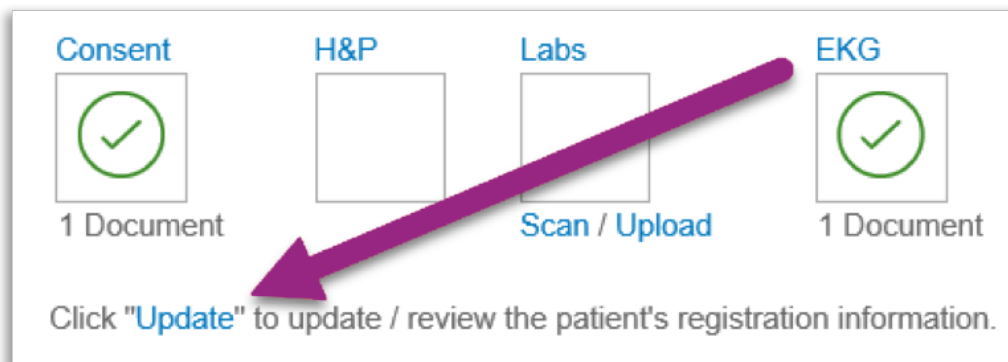


Other Navigation

- Click View to review the scanned document.
- Click 'Replace' to rescan the document.
- Click '(by Upload)' to replace by upload.
- Click 'Delete' to remove the scanned document.
- Click 'Add Page' or '(by Upload)' to add an additional page of the same document type.
- Click 'BACK' to return to the Passport Documents screen.
- Click 'Print all Pages' to create a PDF of all documents within the Document Group.

Update Patient Information

If the Patient Profile inside of Passport Documents needs to be updated, hit 'Update'



The following information are the details that you can update in the Patient Information:

Update Patient
Passport Documents™

test, patient
 Primary Phone:
 DOB: 1/1/1980

Physician: Doctor Joe
 Date of Surgery: 04/26

First Name	<input type="text" value="patient"/>	Middle Initial	<input type="text"/>
Last Name	<input type="text" value="test"/>		
Address is Unavailable? <input type="checkbox"/>			
Address	<input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text" value=""/>	Other	<input type="text"/>
ZIP/Postal	<input type="text" value="10101"/>		
Country	<input type="text" value="United States"/>		
Primary Phone (Optional)	<input type="text"/> (e.g. (555) 555-5555)		
Date of Birth	<input type="text" value="January"/>	/	<input type="text" value="1"/> / <input type="text" value="1980"/> (Note: The year must be 4 digits.)
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown		
Date of Surgery	<input type="text" value="April"/>	/	<input type="text" value="26"/> / <input type="text" value="-Select-"/>
Comments (Optional)	<input type="text"/>		

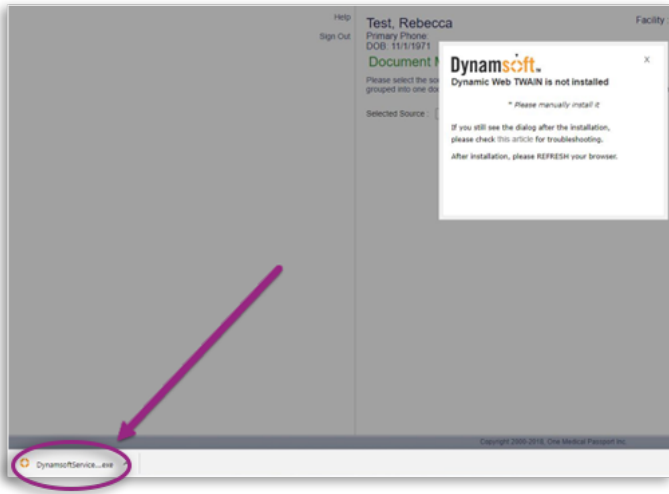
TWAIN Component Download Instructions

For your physician offices, they will need to download a plugin to connect their scanner to their internet browser. In order to download the necessary TWAIN component to your computer, open your browser and go to www.onemp.com/office, then sign in and click the Document tab.

1. Click the 'Scan' option for the desired document type.
2. A download banner will pop-up on the screen. Click 'Download'



3. At the bottom of the page, you will be asked to run the add-on program. Follow the on-screen prompts to finish installing the plugin.



4. If you do not find the scanner immediately on your screen, refresh the page. The scanner will be in the Selected Sources drop down.
5. Scan and submit a document.

If the plug in is not downloaded or you receive an error, contact your IT representative as you may be missing the correct access.

Direct link to the TWAIN component:

<https://www.onemedicalpassport.com/Scripts/ThirdParty/WebTwain/DynamsoftServiceSetup.exe>