Opti-Schedule®

Electronic Document Scanning

Benefits

- ### Reduce errors
  Office users know which documents are needed and managers can quickly detect when needed documents are not being scanned

- ### Get paid quicker
  Insurance submissions are more accurate since all required documents are accessible immediately after an appointment completes

- ### Help the environment
  Stop copying and transporting all those paper documents from your offices to headquarters

- ### Improve service
  All patient and appointment documents are accessible by authorized users

Features

- ### Custom document setup
  The list of documents you need is created and indicates which documents are two-sided or multi-page

- ### Required document list
  For each appointment, the user sees a list of required and optional documents based on insurance, patient and appointment details

- ### Document flow for insurance submission
  Upon appointment completion, documents are routed to your billing office for insurance submission

- ### Document tracking
  The daily appointment schedule list shows the current document status for each appointment

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Time	Doctor	Confirmed?	Scanned	Name	Phone	Type	Insurance
8:00a	Able	✓	🟩	McFadden, Lorie	888-555-9563	Glasses	Green
8:15a	Baker	✓	🟩	Lodge, Elisabeth	888-555-6132	Contacts	Blue
8:30a	Able	✓	🟩	Hebana, Jessie	888-555-8894	Glasses	Green
8:45a	Able	✓	🟩	Tester, Tessa	888-555-1853	Glasses	Green
9:00a	Able	✓	🟩	Neymann, John	888-555-9412	Glasses	Blue
9:20a	Baker	✓	🟩	Hickey, Bryan	888-555-8132	Glasses	Green
9:35a	Able	✓	🟩	Calton, Bob	888-555-9413	Glasses	Blue
9:45a	Able	✓	🟥	Kurander, Viji	888-555-5941	Contacts	Green
10:00a	Able	✓	🟥	Banks, Lester	888-555-8945	Glasses	Green
10:15a	Baker	✓	🟥	Westfield, Tamara	888-555-1521	Glassess	Red-Authorize
10:40a	Able	✓	🟥	Nortland, Gregory	888-555-1234	Contacts	Blue
10:45a	Able	✓	🟥	Johnson, Rich	888-555-8941	Glasses	Green
11:00a	Able	✓	🟥	Kaminsky, Daniel	888-555-8941	Glasses	Blue
11:05a	Baker	✓	🟥	Red, Lorianne	888-555-9854	Glasses	Red-Authorize
11:30a	Able	✓	🟥	Grey, Dee	888-555-6123	Glassess	Green
11:45a	Able	✓	🟥	Parter, Peter	888-555-8131	Contacts	Green

Requirements

- **Opti-Schedule**

- **TWAIN-compatible document scanner**
  Scanner must support TWAIN and be accessible to the office user via either USB or local area network. We can help you select a compatible scanner or test your preferred scanner.

QSAccess™

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