

System Specifications & Requirements

Database	Microsoft SQL Server implemented as SQL Server or as the free MSDE or SQL Express version. Multiple document database files may be used.
Document Security	System access by user logon with password. Document files kept in SQL database with the added protection of 128 bit DES encryption. Documents can not be deleted or changed—medico-legal requirements are strictly observed.
Image File	Standard scanning file format is TIF 1bit. The system will however store and display all common image file types in B&W, grey scale or colour as well as other document types such as MS Word, Adobe Acrobat, etc.
Workstation Requirement	Windows '98 or better running on a Pentium 3 200MHz or better with 256MB RAM or better.
Server Requirement	Windows 2000 Server or Windows 2003 Server desirable. Windows XP Pro acceptable.
Scanner Requirement	Requires TWAIN interface. Best with an automatic document feeder (ADF) and with duplex (both sides) scanning.
Network Environment	MS Windows networking or MS Windows Terminal Server.
General	Inexpensive label printer such as Dymo 300 series and / or standard A4 laser printer for sheet fed labels (DoxXpress) and file header sheets (Dox Archives).

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Scanning & Archives for General Practice



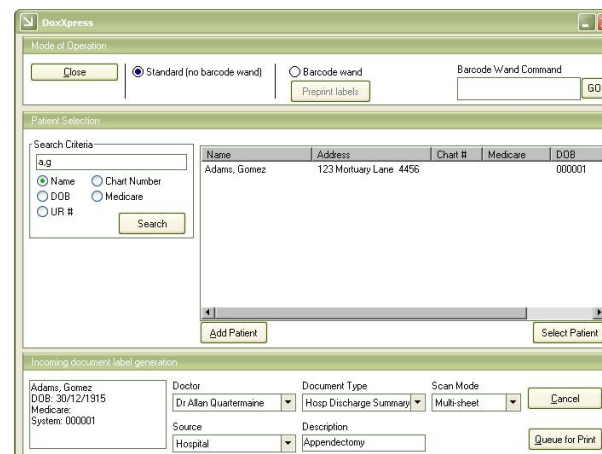
scanning

document management

archiving old records

... going paperless

The Dox suite of document management and medical records software established new standards for Specialists and Hospitals. Now that same speed and efficiency is available in a version of Dox specifically designed for the requirements of General Practice.



The screenshot shows the DoxXpress software interface. It features a 'Mode of Operation' section with radio buttons for 'Standard (no barcode wand)' (selected) and 'Barcode wand'. Below this is a 'Patient Selection' section with search criteria (Name, DOB, UR #) and a table listing patient information. The table has columns for Name, Address, Chart #, Medicare, and DOB. One patient is listed: Adams, Gomez, 123 Mortuary Lane, 4456, 000001. At the bottom, there is an 'Incoming document label generation' section with dropdown menus for Doctor (Dr Allan Quatermaine), Document Type (Hosp Discharge Summary), Scan Mode (Multi-sheet), Source (Hospital), and Description (Appendectomy). Buttons for 'Queue for Print' and 'Cancel' are also visible.

DoxXpress is a system that addresses the everyday requirement for fast and inexpensive processing of incoming correspondence and patient records. It can also efficiently scan all of your past paper records to create a seamless electronic record.

You can now be truly paperless, more efficient and regain administration time spent using other inefficient and clumsy scanning systems.

Scanning

Scanning to preserve medico-legally documents is an essential part of the medical records for general practice. Paper can be converted to images and associated with a patient's medical records. The resultant record is convenient and quick to access, can be secure, and certainly eliminates costly storage. The growing variety of documents requiring storage and the increasing quantity of documents conspire to make a typically inefficient process even more expensive.



DoxXpress uses the same automated scanning engine as that in the Dox Medical Records system to provide a process that is

- 4 Fast Process a day's documents in less than a 1/5 of the time of other systems.
- 4 Automatic DoxXpress utilises automatic document feeders and barcode recognition aided indexing.
- 4 Efficient Operator time is minimal and it even keeps track of documents that might get misplaced.

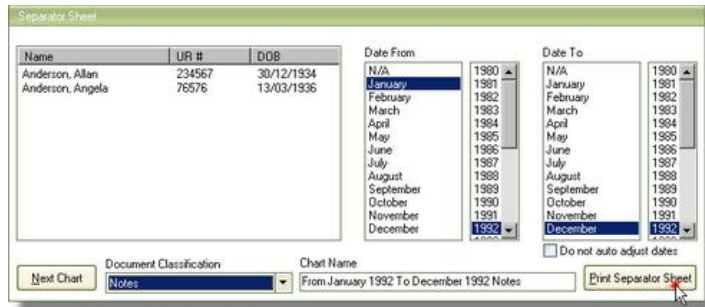
The system automatically handles double sided documents, multi-page documents and reports, difficult and coloured backgrounds and allows for operator review of images (and manual intervention) if required.

Archives

An automatic system that handles the ongoing flow of paper records is one thing but most practices also have considerable problems with charts going back many years. DoxXpress has a specific module that also automates scanning of old charts. The end result is a seamless record with little or no distinction between a document received today or a document received 5 years ago.

Dox Archives allows the practice to classify documents as narrowly (e.g. report, discharge summary, ECG, etc) or as broadly (chart, diagnostics, etc) as it likes and to further classify by date or date range.

Dox Archives can work with discrete patient charts or with family charts. It has processed paper archives of nearly a million documents in an employer health centre as easily as it has those of a suburban general practice.



Workflow Automation

DoxXpress is a scanning and medical records system designed specifically for general practice. It has none of the awkward or clumsy requirements often experienced in systems designed for a commercial setting and it does include those things that facilitate scanning and medical records in general practice.



Any workflow automation commands and document related indexing data can be rapidly associated with a document using a barcode driven command interface—in seconds the document's details are captured allowing retrieval from the database by a variety of search parameters.

DoxXpress may be used as a simple, though fully automatic scanning system; or it may be used to track important documents and report on those not processed according to a rigorous QA protocol.

Such a protocol might be a process that issues the original document to a doctor for review, after having already been scanned. The protocol will expect to see that document returned after review and carrying the doctor's initials or signature as a medico-legal record of the document's review. If that doesn't occur in 'x' days then Dox provides an alert, allowing the process to be repeated using the archived image of the document. Documents can't be lost in the workflow and medico-legal requirements are rigorously observed. Alternatively, doctors can review new correspondence using the 'In-tray' facility, and their review of the electronic image is registered in the database.

Integration

DoxXpress provides integration with leading systems for electronic medical records such as HCN's Medical Director.

Integration is on several levels

- 4 Patient Master File DoxXpress uses the Patients.in file data transfer process that is the standard data exchange for Medical Director. DoxXpress intercepts any exchange of data from the practice management system going to MD and uses that same data to keep its patient master file current with the other practice systems.
- 4 Simple 'In-context' switching to DoxXpress A doctor using Medical Director need only use a single 'Hot Key' sequence such as 'Ctrl D' to switch from the patient's records in MD to the patient's documents in DoxXpress. The 'Hot Key' sequence is user definable. It will switch the active application across to DoxXpress and then automatically open the patient's records.
- 4 Importing existing documents DoxXpress provides a data import wizard which will migrate existing document images into DoxXpress. Along the way it can also automatically assign document classifications and if required convert images from one type to another e.g. documents incorrectly scanned in colour.