

Enterprise Content Manager Report Instruction Guide

SCA Image/Document Loader Report

The HCI Solution is offering a complimentary MEDITECH report for the C/S, 6x and Expanse MEDITECH platforms to download free of charge.

The HCI Solution has created an NPR Report that allows staff to upload patient related documents to your Enterprise Content Manager. Printing the document and manually scanning is no longer required. Simply enter the patient identifier, your Form ID, and browse to the location of the document and choose the document and the report will do the rest. The document will be attached to the patient's eChart along with all their other documents. To request a free copy of the report [click here](#).

Installing the Report

Once you have downloaded the report you can upload the .zip file right into your MEDITECH system. Do not extract the files from the .zip file archive. The MEDITECH application will handle all of that.

[Instructions from MEDITECH \(C/S, 6.x, Expanse\)](#):

It is highly recommended that these files be loaded into your TEST system. After the reports have been tested, they can be moved to LIVE using the "Move Menus and Reports" routine.

Report Writer

- Sign into your TEST ring where you wish to upload this report.
- From the NPR Customization Menu, click on the Updates icon and choose the routine called "Load Reports from File".
- At the "Load Reports from File" prompt, hit F9 (Lookup), and browse to the destination where you saved the report file. By default, only files with a .npr file type will be listed. Change the browser options to list All file types.
- Select the report file you wish to upload.
- The routine will open the file and display the reports contained in the file.
- Verify that the Exists column has a N for the reports listed in the file.

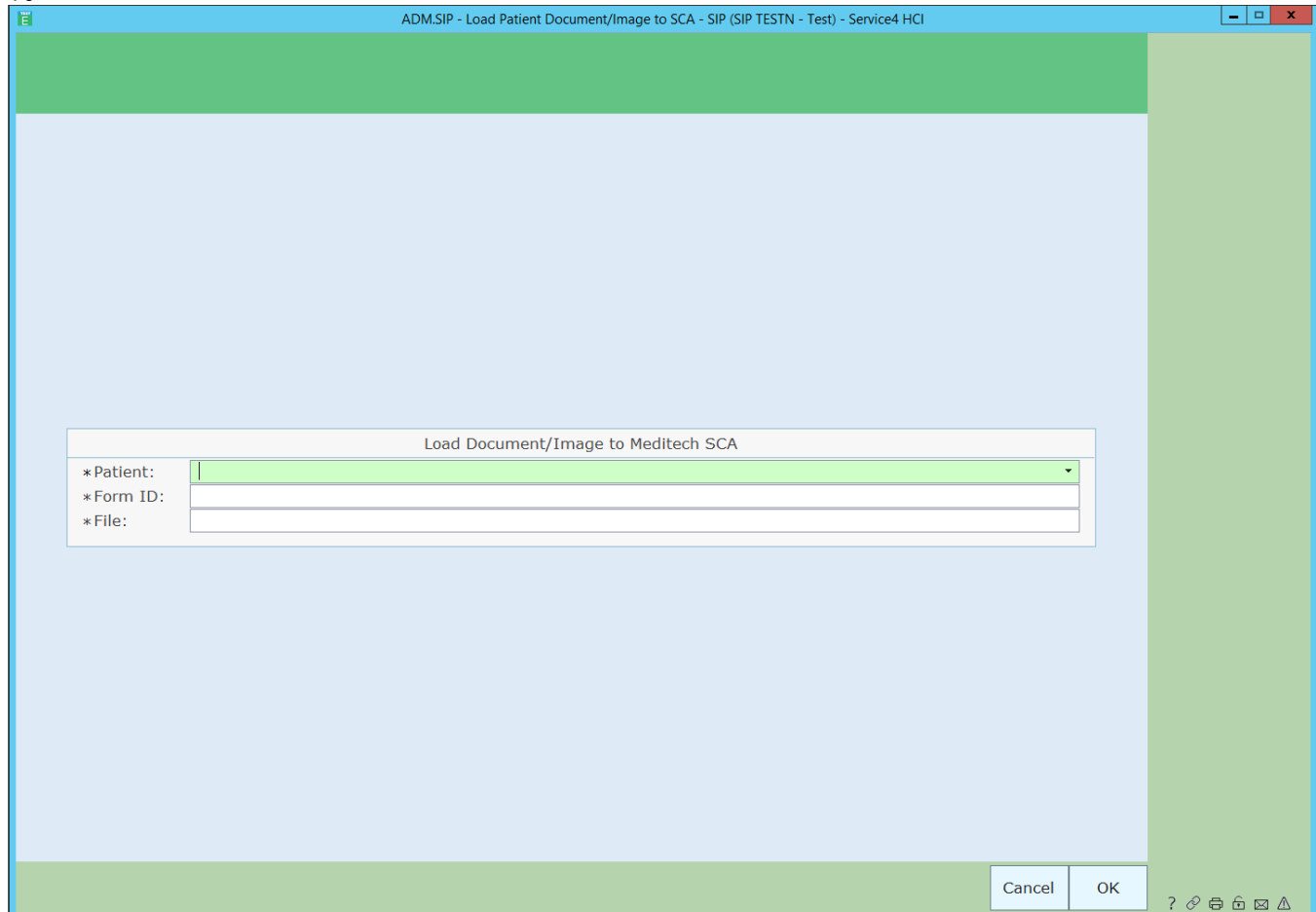
Note: If you already have a report with that name in your system the Exists column will display a Y. If this is the case DO NOT upload the report as it will overwrite the report currently residing in your system. If you still wish to upload the report file you will have to rename the report currently in your system first, then upload the report file.

- Click Yes when prompted with "Okay to Load?" to begin the upload process.
- The results of the upload process will then be displayed to your choice of output, we recommend View. This will verify the reports were uploaded successfully.
- Next, you will be given the option to translate the reports click Okay. The reports will then be translated, and the results of the translation will be printed to view.

Once the report file is successfully uploaded into your TEST system, the report can be edited as needed. We recommend making a copy of the report before making edits, so the original version remains intact. All reports should be tested thoroughly to be sure they are running correctly.

Running the Report

%ADM.PAT.zcus.hci.edm.load.doc



ADM.SIP - Load Patient Document/Image to SCA - SIP (SIP TESTN - Test) - Service4 HCI

Load Document/Image to Meditech SCA

* Patient:

* Form ID:

* File:

Cancel OK

Report Selection Fields:

- **Patient:** Enter the appropriate patient identifier. A lookup is provided and allows you to search by a number of identifiers (i.e. Account Num, Med Rec Num, EMR Num, Soc Sec Num, Name, ...).
- **Form ID:** Enter the appropriate Form ID. A lookup into the Form Dictionary is provided.
 - **Note:** The Form ID cannot contain the special characters below:
 - <, >, :, /, \, |, ?, *
- **File:** By performing a lookup, you can browse to the location of the file you wish to upload.
 - **Note:** The upload only supports the following file types:
 - pdf, tif, png, bmp, jpg
 - **Note:** The file name cannot contain the special characters below:
 - <, >, :, /, \, |, ?, *

- 6.x / Expanse - IMPORTANT NOTE:** The setup macro will need to be updated to contain the name of your ECM Inbox Connection mnemonic. The Inbox Connection mnemonic can be found under Info Systems --> MIS --> Connections --> Manage Inbox (M-AT). Select the appropriate Connection and the 'Connection' information will update at the bottom of the list.

Manage Inbox Connections - HIM Dept: SIP (SIP TEST - TEST) - HCI,Service4 [CDT]

1 of 38 Selected

<input checked="" type="checkbox"/>	Connection ▼	Bkg Job Status	Bkg Job Run Client	Unprocessed Msgs	Inprocess Msgs
<input checked="" type="checkbox"/>	ECM Plexus	ACTIVE	SIP-BJP18	0	0

Default Client	SIP-BJP18
Connection	HIMECMPL
Msg Filer	HIM Enterprise Content Mgmt
Del Svc	No Operation
Sender	HIM ECM Plexus

Alternatively, you can also get the Inbox Connection mnemonic by going into Info Systems -> MIS --> Connections --> Inbox Folder Paths (M-AT) and performing a lookup to see the different Connection Names and Mnemonics.

MIS Inbox Connection Lookup

Search

Name	Mnemonic
ECM Plexus	HIMECMPL

- C/S - IMPORTANT NOTE:** The setup macro will need to be updated to contain the name of your ECM sharename (i.e. \\SERVERNAME\SHARE\).

The Audit Report

%ADM.PAT.zcus.hci.ecm.load.audit

We created an audit report that shows all attempts at uploading a document to Ecm. The report is run for a date range and allows the user to select the Form ID (default of ALL). The output of the report will include the date the report was loaded, the user that loaded the report, the account number and medical record number of the patient, the form id, and the appropriate Load Message.

Date Loaded	Account Number	MR Number	Form ID	User	Load Message
04/07/2021	V00000050435	M001795	WCN	HCI HCI Service Account	File loaded successfully
					ECM File Path: \\SIP-SCA01\PLEXUST\0d50ccd7-3fae-44d6-1ab0-2c0449V00000050435M001795 WCN
					Source File Path: C:\temp\TESTECM.png
04/08/2021	V00000050435	M001795	WC/HBO	HCI HCI Service Account	Error loading file to ECM Path: \\SIP-SCA01\PLEXUST\ . Check shared folder permissions.
					ECM File Path: \\SIP-SCA01\PLEXUST\bd773da6-bb3b-41df-87a0-d64ab8V00000050435M001795 WC/HBO
					Source File Path: C:\temp\TESTECM.png
04/08/2021	V00000050435	M001795	WC/HBO	HCI HCI Service Account	Error loading file to ECM Path: \\SIP-SCA01\PLEXUST\ . Check shared folder permissions.
					ECM File Path: \\SIP-SCA01\PLEXUST\7bb62da0-97ae-4390-e382-5ca683V00000050435M001795 WC/HBO
					Source File Path: C:\temp\TESTECM.png
04/08/2021	V00000050435	M001795	WC/HBO	HCI HCI Service Account	0
					ECM File Path: \\SIP-SCA01\PLEXUST\59ea7117-2fcf-4ddc-7794-24d4c6V00000050435M001795 WC/HBO
					Source File Path: C:\temp\TESTECM.png
04/08/2021	V00000050435	M001795	WC/HBO	HCI HCI Service Account	0

Questions

If you have any questions about these reports, please send any inquiries to:

info@thehcisolution.com.

Disclaimer:

The intention of the information provided in this instructional guide is educational and is not a substitute for professional skill and judgment. Facilities are responsible for reviewing and testing content prior to activating for LIVE users and for verifying the accuracy and completeness of any medical or other similar information contained in, entered into, or used in connection with this guide. Any alterations and modifications are the responsibility of the facility.