

# Scanning and Indexing into Epic/OnBase

## Who is this for?

ColumbiaDoctors end-users

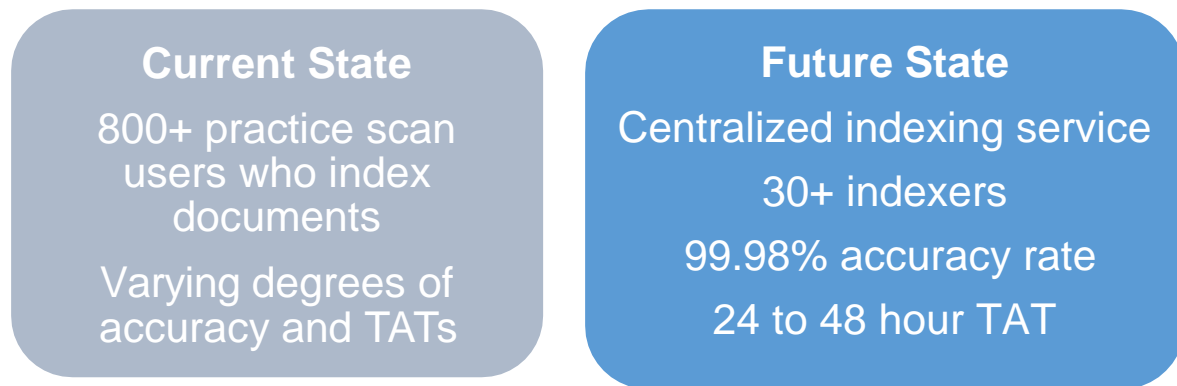
## Why is this important?

In Epic, the scanning workflow will be different than what most end-users are used to. While the responsibility of scanning paper documentation will remain with the department end-users, the indexing of the documentation will be performed by a third party vendor, **Excel Solutions**.

Moving to a centralized document indexing solution allows for:

- Staff to focus on more patient related job activities
- Documents to be indexed with a high level of accuracy (99.9% accuracy)
- Documents to be indexed in within a 24-48 hour turnaround time
- Only documents that are a part of the legal medical record to be indexed into Epic

## What are the changes?



## Workflow in Epic/OnBase:

