

## Solarity: Scanning

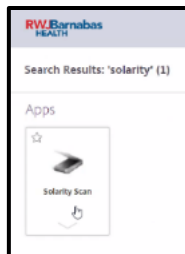
Solarity is an application for scanning a wide range of clinical and administrative documents such as results, written orders, clinically relevant photos, and other files within a patient's chart. Solarity interfaces with Epic, allowing end users to view scanned documents in Epic.

### How it Works

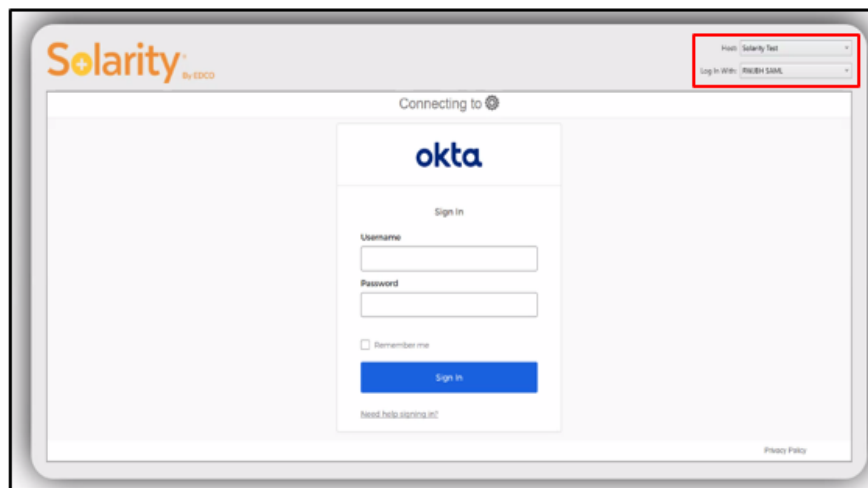


This Tip sheet provides step by step instructions on how to scan documents in Solarity. Follow the steps below to complete the scanning process from the Solarity.

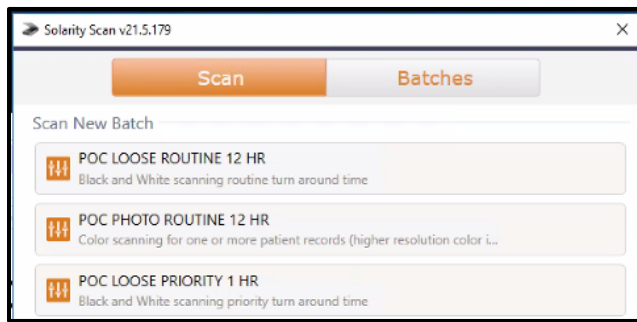
1. Prep the documents - Go through Document prep process. **(Refer to the tip sheet for Batch Prep Process)**
2. Ensure that the scanner is **ON**.
3. Log into **Citrix**, locate and open the **Solarity Scan** application.



4. Select **RWJBH SAML** from the dropdown in the **"Log In With"** field in the top right of the screen. Sign in with system credentials.



5. Prep documents based on Capture Class for scanning. Place Documents in the scanner and select the appropriate **Capture Class** for the batch.

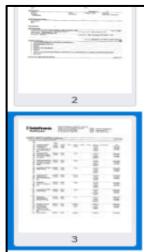


6. Select the scanning location from the dropdown menu, enter **Scan User Name**, then click **Scan**.
  - a. If Provider Acknowledgement **is required**, search and select the Provider name in the **Acknowledging Provider** field.
  - b. If provider acknowledgement **is not required**, leave the **Acknowledging Provider** field blank.

7. The batch will begin scanning automatically.
8. To add more documents to the batch, click the **Scan** button. (Additional records will appear at the bottom of the scanned images)
9. **Replace** any images that are skewed or have folded corners covering information.



Locate the physical page in the batch, fix the issue, place the page in the scanner and click **Replace**.  
*Ensure the blue highlighted image is the one needing to be replaced. Clicking replace will replace the bad image with the new image.*



If pages have been scanned out of order, click, and drag pages by holding down the left mouse button and moving the images to the correct location.

10. Delete any bleed-through scan images, using the **Delete** button or the delete key on your keyboard.



11. **Rotate** images using the buttons in the top center of your screen.

12. **Insert** any pages that were missed during the initial Scan. Inserting pages will insert the pages above the currently selected image.



13. When ready, click **Send** to send the batch to the Solarity Review Team for indexing.



14. Clicking the **Cancel** button, in the upper right corner, will cancel the current batch and return users to the Capture Class.



Save the scanned batch in a designated location per your policy.

*\*\*Report any system issues/errors to your first line of support. To help expedite the resolution of your issue it is suggested that if an error occurs a screen print is obtained.*

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	Deepal Parekh	5/6/21
1.1	Priority batch	Deepal Parekh	6/7/21
1.2	Updated to Solarity	Rebekah Jones	3/15/23
1.3	Update to PA workflow	Rebekah Jones	8/18/23