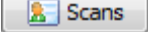|	
Product:	CGM DAQbilling
Version:	4.0.20
Release Date:	June 2015
Customer Support:	Contact the Help Desk at (855) 270-6700 option 2, option 6 with any questions.

Introduction

This document contains information regarding the current DAQbilling release.

New Enhancement

Add File: DAQbilling has added the ability to attach files from a computer to any designated area in DAQbilling where the option to scan is currently available.

The option to attach a file is available anywhere the [Scans] button is available.

Attach File – Scan Library
Once the scan button is clicked it will open the scan library. From the scan library there will be the option to ADD FILE.
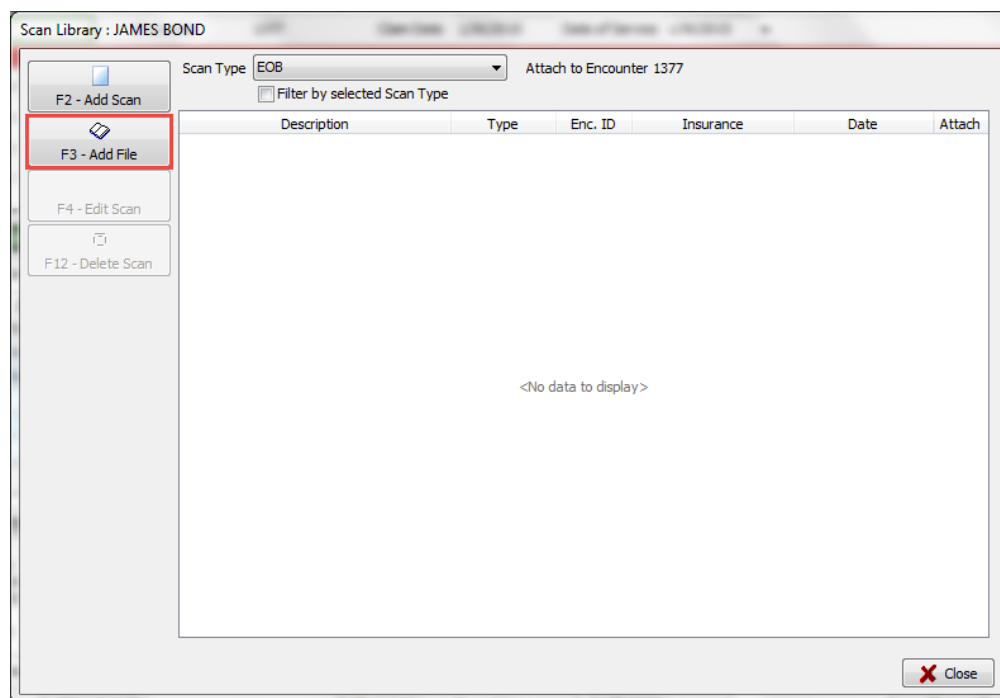
After the ADD FILE button is clicked, it will display a dialog box. This dialog box will allow the user to search the computer for the file that is to be attached.

1. Select the appropriate file type from the dropdown at the bottom of the screen. The options include "TIFF file", "JPEG file", and "Text-Based file".
2. Once the file type is selected, the computer can be searched for the file to be attached.
3. When the file is found it can either be double clicked or clicked once to highlight the selected file. Then click open and the file will be loaded into DAQbilling.

> **Note:** For additional information about the scanner settings, please refer to Attachment Recommendations.
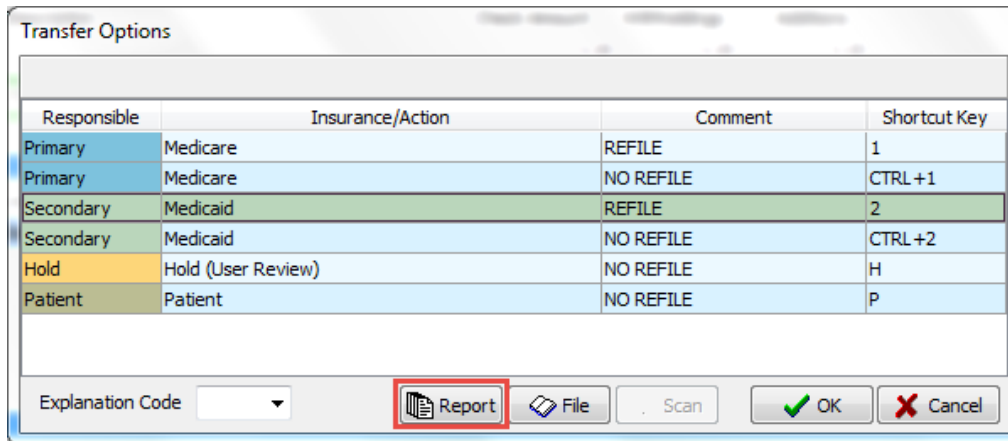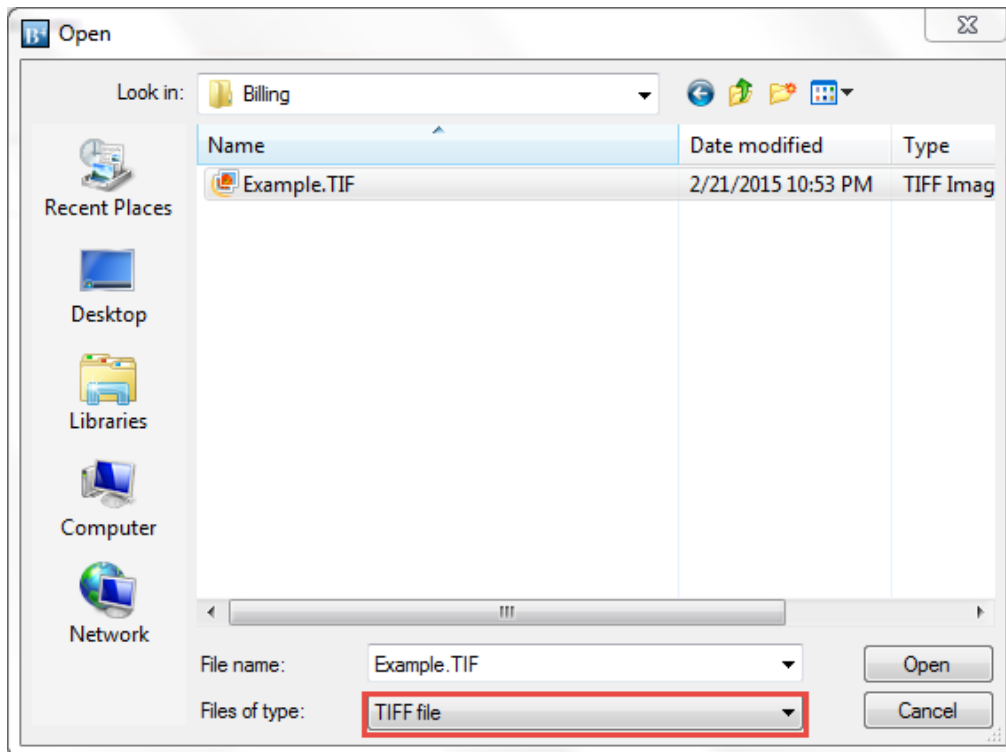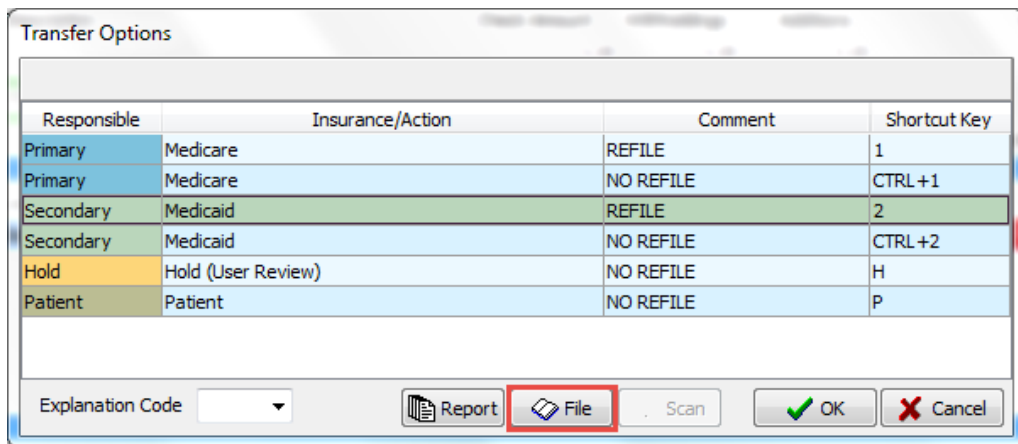
The file is now added to DAQbilling.
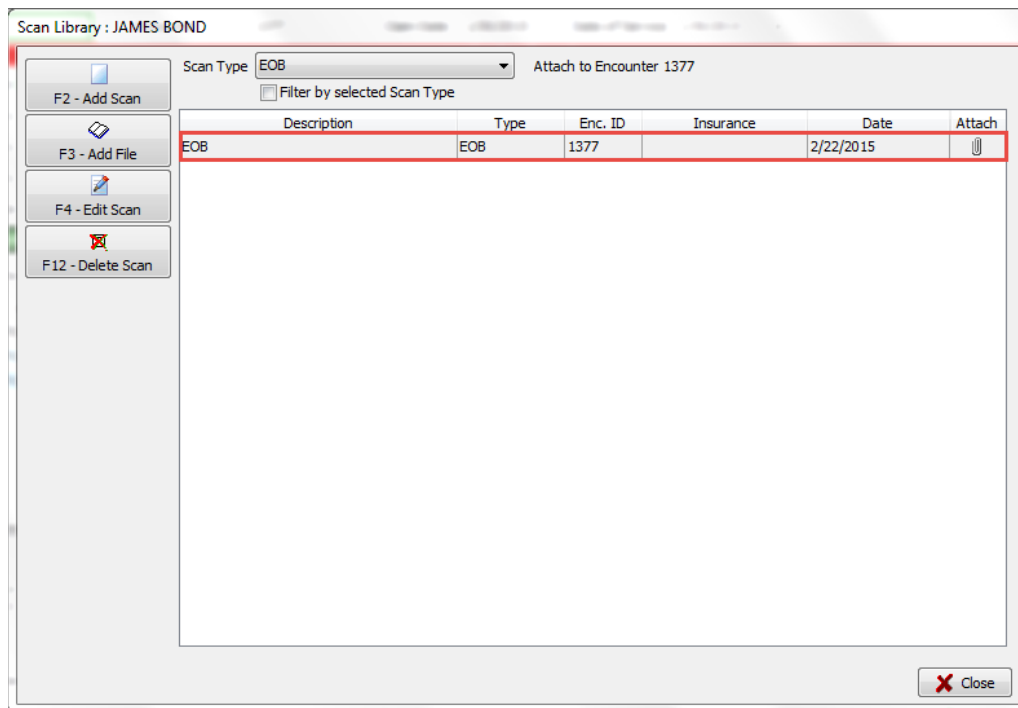
Attach File – Transfer Options

The option to add a file has also been added to the TRANSFER OPTIONS dialog box. This option will function in the same manner as stated above.

Attach ERA

The option to attach a clearinghouse report has been added to the TRANFER OPTION dialog box. To use this function, click on the REPORT button. This will open the Clearinghouse reports screen.

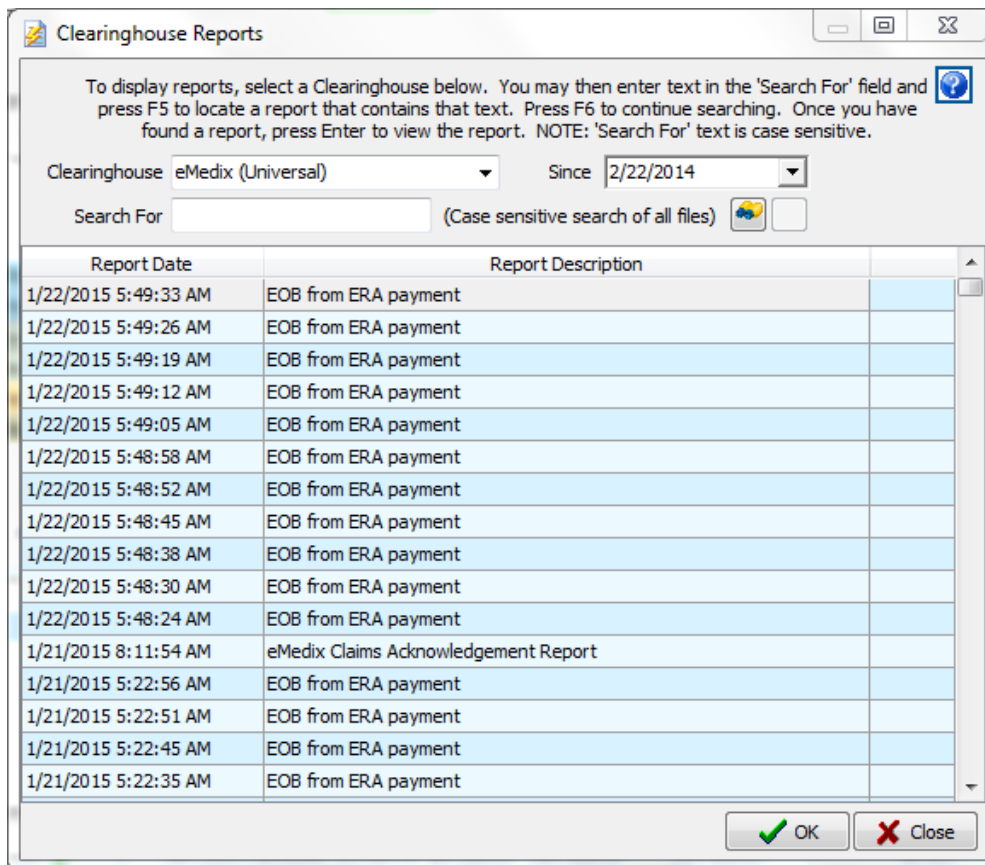Once the Clearinghouse reports screen is displayed, the search function can be used to locate the Clearinghouse report and attach it to the encounter.

Once the EOB report is located, click on file to highlight it and then click ok to add it to the encounter.

<u>**Recommendations**</u>

Every scanner provides different features, but we can provide recommendations. Primarily, the image needs to save as much space as possible while still being useful. The larger the file, the longer it will take to view, print, or upload inside of DAQbilling.   The following are the general recommendations.

Attachment Recommendations				
Text-Only Documents	96-128 DPI	16bit or 32bit; no "True" color	Black & White or Grayscale	"Normal" Quality Compression
Photo & Formatted Documents	128-200 DPI	32bit; no "True" color	Grayscale or Color	"Normal" Quality Compression