Texas Tech University Health Sciences Center El Paso
Billing Compliance Procedure

Policy: BCP EP 3.0 Audit - Scanning Hospital Records Pro-B	
Approved Date: July 1, 2017	**Effective Date:** July 1, 2017
TTUHSC El Paso Billing Compliance Website: http://elpaso.ttuhsc.edu/compliance/BillingCompliance/	

Procedure Statement

This procedure is a requirement for compliance staff to follow when handheld scanners to obtain documentation from outside facilities.

Scope

This procedure only applies to all compliance department staff.

Procedure

1. The compliance staff member will utilize compliance department handheld scanners to obtain electronic images of documentation required to complete audits or other processes.
2. The images will be scanned in accordance with the device's utilization instructions.
3. Upon completion of the scanning process the staff member will transfer the images from the scanner's micro SD card to an encrypted computer.

Transferring the data from the card to the computer

1. The micro SD card will be removed from the handheld scanner by depressing the card and allowing it to dislodge from the device.
2. The micro SD card will then be placed in the adapter.
3. The adapter will then be inserted in to the appropriate SD slot on the laptop.
4. The staff member will create a new folder on the laptop computer.
5. The staff member will name the folder scanned documents and include the date of the scanning for example; scanned documents 2017-6-22
6. The staff member will then open the folder contained on the micro SD card.
7. The staff member will click on one of the documents in the open micro SD card folder and then press control A to select all of the documents in the folder.
8. The staff member will then drag the highlighted documents to the newly created folder on the encrypted laptop.
9. The staff member will then check the documents in the folder on the laptop to assure that the documents transferred.
10. Once the staff member has verified that the image is transferred from the micro SD card to the computer and the images on the micro SD card must be deleted.
11. The adapter will then be removed from the computer.
12. The micro SD card will be removed from the adapter and replaced into the scanner.
13. Upon return to the compliance office the Staff member will save the scanned documents in the appropriate audit folder.

Frequency of Review

This procedure will be reviewed and revised by the director of billing compliance and his or her designee as needed.

Review Date: July 1, 2017

Revision Date: