

# ONBASE

## IMAGE SEGMENT ARCHIVER

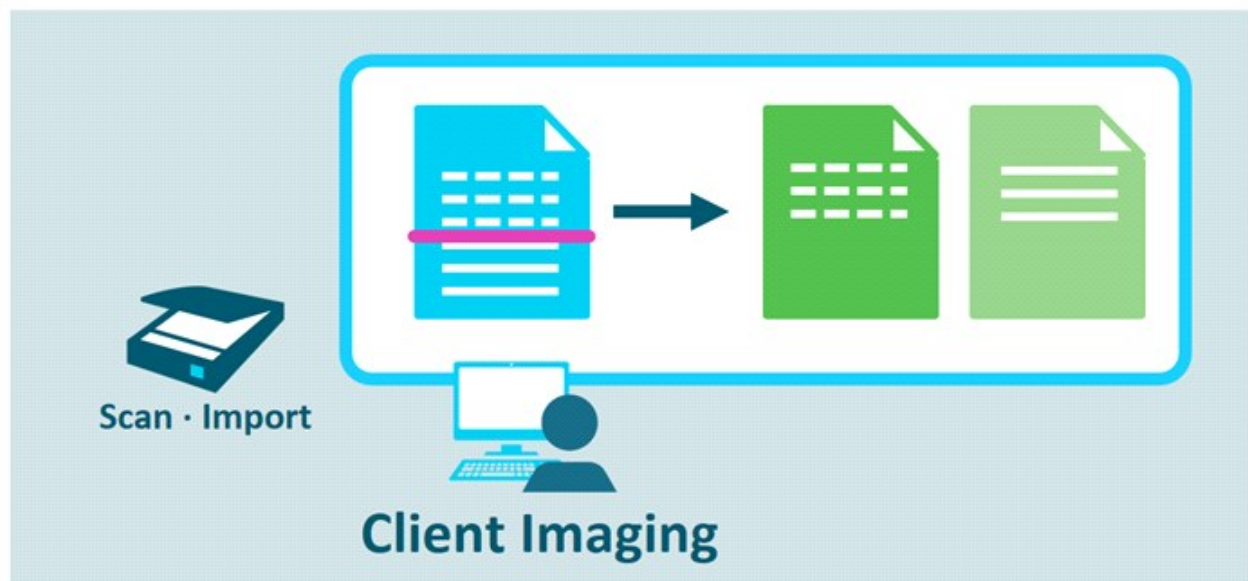
### SUMMARY

The Image Segment Archiver is an add-on module for Document Imaging that provides the capability to split sections of a scanned image document page into individual documents. Consolidated documents can be split into smaller single-record documents with a simple click and drag of the mouse. This provides the ability to store individual new documents keeping the format of the original document with necessary headers, footers, leading and trailing pages. Storing individual documents makes it easier to locate each unique document and allows users to retrieve and share only the necessary portion or segment of a larger consolidated document.

### BENEFITS

- **Speeds individual document retrieval from consolidated** documents, by creating new unique documents.
- **Provides easier document sharing**, by negating the need to manually remove unwanted portions from a document.
- **Ensures individual documents can be shared more securely**, without showing information meant for others.

### DESIGN



Consolidated source documents are scanned into a Scan Queue that has been configured to use the Image Segment Archiver option. After the source document is scanned and indexed, it moves to the next queue, where the batch documents can be segmented into new documents at a workstation with the Image Segment Archiver license. This creates entirely new documents, having the original document formatting. Headers and Footers can be kept from the original page, as well as any leading or trailing pages from the original document.

### APPLICATIONS

- **Healthcare EOBs** – Healthcare organizations processing consolidated Explanations of Benefits can manually create individual and unique documents pertaining to each patient. This makes the process of sharing benefit information with second and third party insurers much easier, since the individual segments of the combined EOB can be split into

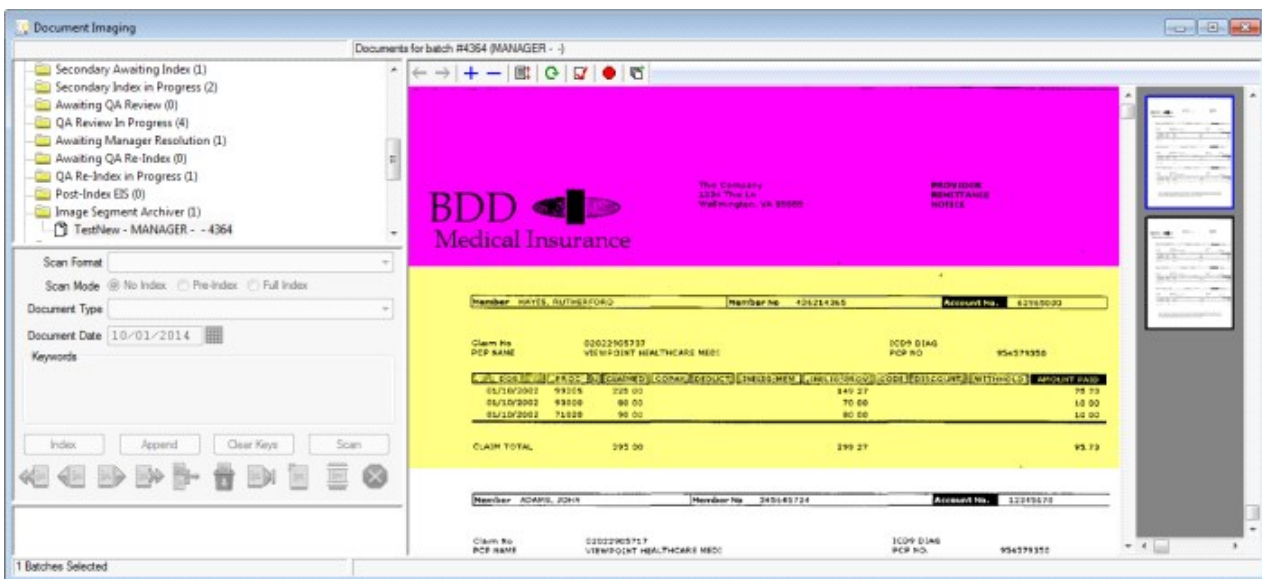
individual documents, each showing the information for a single patient record.

- **AP** – Consolidated Invoices can be split according to individual items or sections, allowing them to be sent to the appropriate department manager for approval, without sharing the entire invoice with all the paying departments.
- **Printed Reports** – Each report is separated into individual reports for secure retrieval by the intended recipient.

## KEY FEATURES

- Available as a batch process or during document indexing, based on the selected Scan Queue option.
- Send documents to a new batch, for individual document indexing.
- Assign new documents to another document type, keeping the integrity and security of the original document.
- Easy-to-use drag and draw segment assignment.
- Visual color indicator highlights each new document section and shows included header and footer areas.
- Combines records that cross multiple pages.

## INTERFACE



*Creating new unique documents with Image Segment Archiver*

Learn more at [Community.Hyland.com](http://Community.Hyland.com)