

Frequently Asked Questions

If I engage Forward Advantage for the Document Imaging and Scanning Conversion, do I need to purchase anything else?

Yes. Forward Advantage and its partner, Infinity Healthcare Solutions, will convert all of the data and associated image files into the proper format for MEDITECH to collect. The conversion (import) routines must be purchased from MEDITECH to enable this functionality.

How many times can the conversion process be run?

The conversion process can be run as many times as needed. It can be run to validate sample files, to convert test and go-live files, as well as post-live clean-up files to import any records scanned during the time prior to conversion to MEDITECH Scanning and Archiving. If large amounts of data require conversion, the data can be grouped by blocks of years with the most recent years run first. Conversions requiring multiple loads into a live database must be coordinated with MEDITECH.

What access is needed to run the conversion?

- Access to the non-MEDITECH document imaging databases (SQL Server credentials).
- Shared file access to the server hosting the image files.
- A workstation (or server) on which the conversion tool can be installed and run with remote access via VPN and PCAnywhere, RDP or other. Local Administrator access may be required to install the tool and any other applications to assist the process (SQL Server Enterprise Manager).
- Access to the MEDITECH Scanning Conversion Menu.

Will I need to move my image files?

The image files must reside on Windows®-based file storage. Migration to new storage is included as part of the process.

How will my converted files be viewed from MEDITECH?

Imaging and scanning files may be viewed from different areas within MEDITECH based on your MEDITECH version. Please contact your MEDITECH representative for information regarding your deployment.

What are the hospital's responsibilities?

- Review conversion options and considerations with a MEDITECH sales representative.
- Purchase agreed upon conversions from MEDITECH.
- Ensure that all dictionaries have been built that have fields associated with the import.
- QA the data imported, ensure the links to the image files work properly, and ensure adequate testing is performed. QA assistance can be provided at an additional charge; please contact Forward Advantage for more information.
- Upon contract execution, participate in conversion planning call coordinated by Forward Advantage (participants to include hospital, MEDITECH, Forward Advantage and Infinity Healthcare Solutions).

