

Manage Cloud Document Imaging

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Streamline your office with greater efficiency and reclaim full control over organizing files, customizing folders, and attaching documents directly to Patients, Claims, and Payments by using our Document Imaging feature. Document Imaging allows you to easily retrieve and view documents regardless of the location they were scanned in, streamlining your office for greater efficiency. Store your documents and files onto our secure servers rather than your local hard drive.

Partner with your CRXM representative to learn how much free storage is included in your price plan. Additional storage costs \$25 per month for your 1st GB, and \$10 per month for every extra GB.

If you're the Auth Rep, follow the steps below to enable, configure, or disable Document Imaging:

1. Select **Account Administration > Services**.
 2. Click the **button** next to Cloud Document Imaging
 3. The **Enable Cloud Document Storage box** allows you to **enable or disable this service**.
 4. Use the **Storage Limit** drop-down menu to set how much storage you would like.
 5. Use the **Maximum File Size** drop-down to set a size limit for individual files.
 6. See how much storage currently used in the **Current Usage** bar.
 7. **Optional:** Select **View All Customers** to enable, disable, and view their usage
 1. Check the box next to the customer account(s) to enable or disable this service, then click **Save**.
 8. Click **Save**.
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