# Adding a Read Code Scanning Rule

## Optical Character Recognition (OCR) and Read Code Scanning Rules

**Optical Character Recognition (OCR) -** 'reads' a scanned document and attempts to automatically complete relevant fields on SystmOne with the correct details.
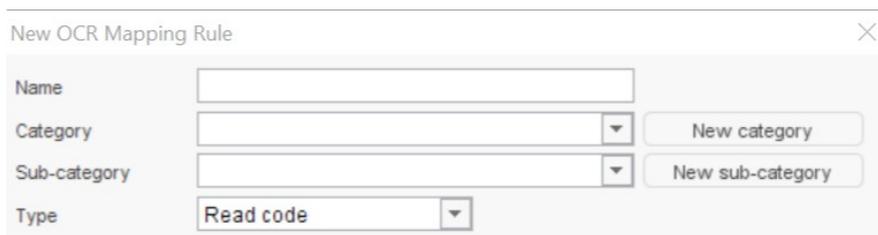
**Scanning rules -** allow you to customise how the OCR functions work to make it quicker and easier to process scanned documents. These rules will help OCR to attribute Read codes and a letter type to a document by 'reading' trigger words. This guide will focus on Read Code Scanning Rules.

## Creating a Read Code Scanning Rule

1.  Select **Setup** - **Referrals & Letters** - **Scanning Rules** from the Main Menu.
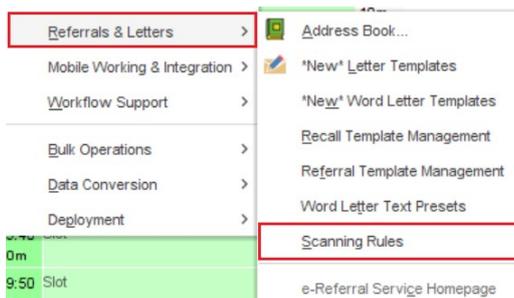


2.  Click **New**. The New OCR Mapping Rule dialog is displayed.

3.  Type a name for the rule.

4.  Select an appropriate category from the drop-down list. If a suitable category is not listed, click **New Category** and type in a category name.

5.  If required, select an appropriate sub -category from the Sub-category drop-down list. If a suitable sub-category is not listed, click **New sub-category** and type in a name.

6.  Select **Read code** from the Type drop-down list.

7. Click ➕ to specify the key word/phrase you want OCR to 'look for' on a scanned document. If found, this will cause the Read codes listed in the Output field to be offered to the user processing a scanned document.

   **Tip**: If you want OCR to find all variations of a word, you should simply type the most important letters, for example if you type "discharg", OCR will find "discharge", "discharged" and "discharging".

8. Select **Require all phrases** if you only want the Read codes to be offered when all the words/phrases listed in the Key phrases field are found on a scanned document
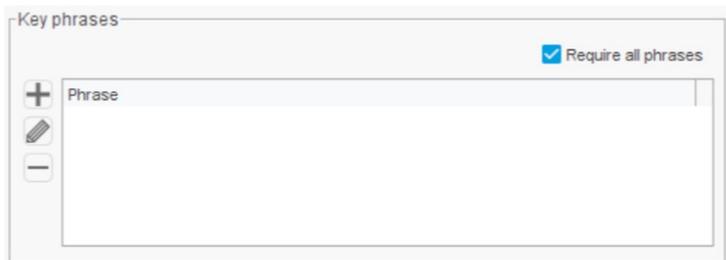


9. Click **R** in the output to search for the Read code you want to associate with the key word(s)/ phrase(s) using the Read Code Browser.  Repeat Step 8 if required. You can add up to 50 Read codes.

   **Note**: If you specify more than one Read code, the user will need to manually select the code(s) to be added to the patient record.
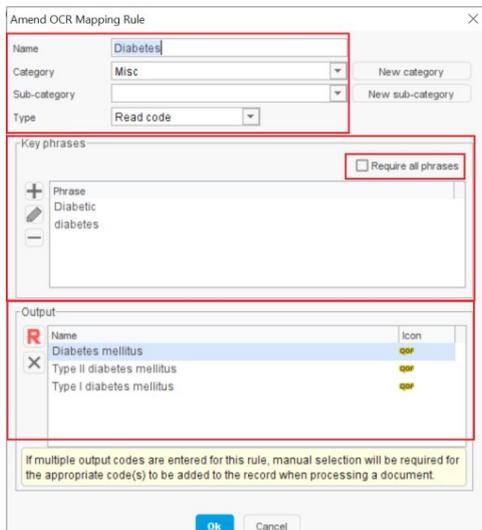


10. Click **Ok**. The scanning rule you have created is listed on the Scanning Rules screen, provided an appropriate node has been selected from the tree, for example 'My Rules'.