

# Scanning Documents *In Journey*

## Documents to Scan

- Income letters or Notes
- Proxy notes
- Physician authorization forms
- Custody papers
- Foster information
- Signed Statement/No Proof form
- Correspondence with family
- Additional benefits
- Release of Information

## What *Not* to Scan

-  Medicaid cards
-  Birth certificates
-  Social Security cards
-  Passports
-  Driver's Licenses

## Where happens to the scanned documents?

- If your agency is using the WIC scanners, the documents will go to the laptop/PC that the scanner is connected to
- If your agency is using your own scanner/copier it will go to email (some agencies plan to set up a general WIC email to use for this purpose)

## What documents need to be scanned from current files?

- Custody
- Current physician authorization forms
- Foster care forms

# Document Labeling

*In Journey*

- Documents will be sorted by the date scanned.
- Files will be name consistently statewide. File names consist of the family ID number followed by a period (.), then the first name of the person the document is for followed by a period, then the descriptor for the type of document.

## Examples

500019.Megan.Custody

50019.Doris.PAF



- To ensure consistency of labeling statewide, *document descriptors* have been created.

## Document Descriptors

**Claim** = Claim letter, documentation

**Comp** = Complaints received from participants

**Custody** = Custody/Guardianship papers provided for minors

**Foster** = Foster Papers and documentation

**HRef** = Referral information from physician

**GenSig** = General Signature Document

**Note** = Handwritten notes

**PAF** = Physician Authorization Form

**Pump** = Breastpump Loan Form

**Release** = Release of Information Form

**Signed** = Signed Statement/No Proof

**Status** = Statement of Status Form