

SCANNING CHEAT SHEET

Journey Version 6.3

DOCUMENTS TO SCAN

Custody Papers
Physician Authorization Forms (PAF)
Signed Statement/No Proof Form
Release of Information

DOCUMENTS NOT TO SCAN

Driver's License
Birth Certificate
Medicaid Cards

REQUIREMENTS FOR SCANNING A MULTIPLE PAGE DOCUMENT

Must be a PDF
Under 2MB
All pages must be in same PDF document

NAMING DOCUMENTS

1002351.Megan.Custody
Family ID Name Type of Document

FILE TYPES

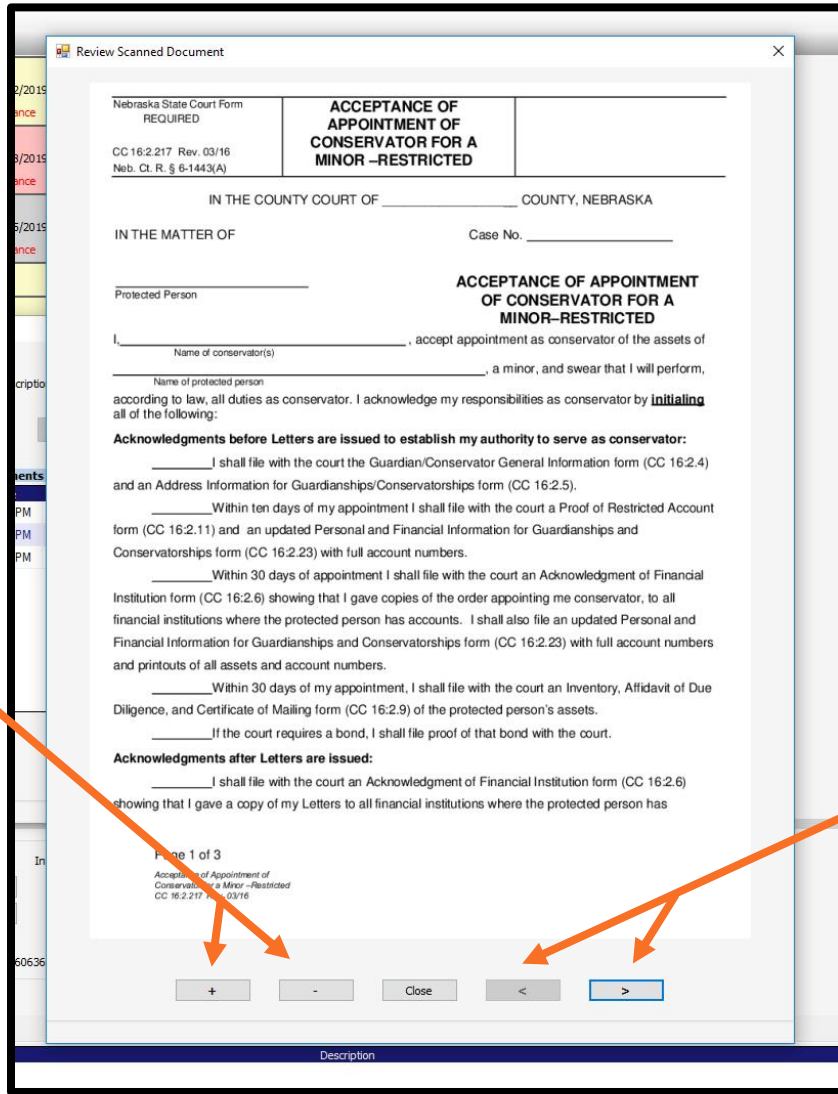
Jpeg/Jpg
Tif/Tiff
Gif
PDF

DOCUMENT SIZE

You can scan up to 2MB



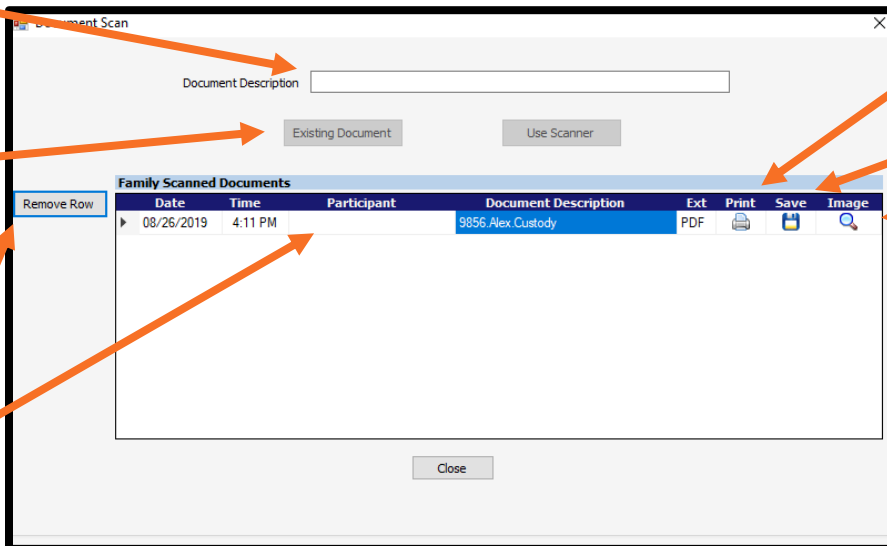
DOCUMENT VIEW NAVIGATION



Zoom In and Out

Next and Previous Page

DOCUMENT SCAN NAVIGATION



Enter new document name

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Delete saved document

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Select participant to attach document to participant.

(Leave blank to attach to family)