

# Scanning/Attachment Form Request:

Requested by staff name: \_\_\_\_\_

## To Attach Item to a Service:

Service ID \_\_\_\_\_

Service Date \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Individual's ID: \_\_\_\_\_

Description (name of document): \_\_\_\_\_

## To Store Document in a Folder:

*Choose the folder you wish to store document in:*

<input type="radio"/> Access
<input type="radio"/> Administrative
<input type="radio"/> Assessments
<input type="radio"/> Consumer Directed
<input type="radio"/> Correspondence
<input type="radio"/> Credentialing
<input type="radio"/> CSA
<input type="radio"/> Discharge Summaries
<input type="radio"/> Educational Records
<input type="radio"/> External Referrals

<input type="radio"/> External Sources
<input type="radio"/> Financial
<input type="radio"/> ID Private Provider Info
<input type="radio"/> IDC Documents
<input type="radio"/> IDOLS
<input type="radio"/> Main
<input type="radio"/> Medical
<input type="radio"/> Medical-Discontinued
<input type="radio"/> Part C Documents
<input type="radio"/> PreScreenings

<input type="radio"/> Prescriptions - Current
<input type="radio"/> Psychologicals
<input type="radio"/> Purged
<input type="radio"/> Qtrly Reviews
<input type="radio"/> Prescreenings
<input type="radio"/> Scanned Attachment Exs
<input type="radio"/> Tx Plans
<input type="radio"/> VICAP
<input type="radio"/> Waiver Wait List

## *Description (name of document)*

Please give your document a name or choose from this list \_\_\_\_\_

**Or** choose from these options:

<input type="radio"/> CMHC - Administrative	<input type="radio"/> Hearing Outcomes
<input type="radio"/> CMHC - Discharge Summaries	<input type="radio"/> IDC Employer Rating Form
<input type="radio"/> CMHC-Medical	<input type="radio"/> IDC Satisfaction Surveys
<input type="radio"/> CMHC - Quarterly Reviews	<input type="radio"/> NICHQ Vanderbilt Assessment
<input type="radio"/> CMHC - Release of Information	<input type="radio"/> NUDDS - Needs Upon Discharge
<input type="radio"/> CMHC - TX Plans	<input type="radio"/> Psychologicals
<input type="radio"/> DIIF - Disch Info & Instruct Form	<input type="radio"/> Youth Day Suppt Part V

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## For Office Staff Only:

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_