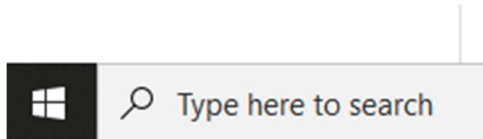
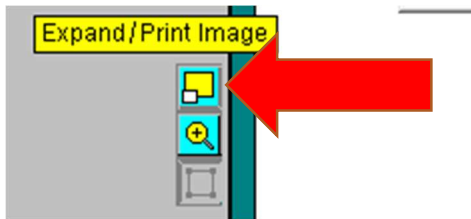


How to Scan ID Cards

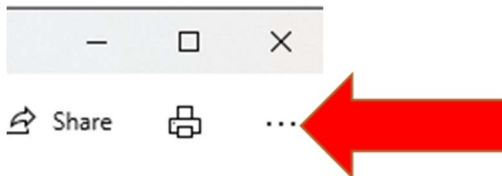
1. Open the Scan-ID app. It should be on the desktop, but if not use the search line next to the Windows icon on the toolbar.



2. Place the card in the scanner with the right edge of the card against the right side of the opening.
3. The card will scan and come out the back of the scanner. The image of both sides of the card will show in the bottom of the Scan-ID app window.
4. Click the "Expand/Print Image" button which will appear to the left of the card image after scanning. (Note, "Expand/Print Image" will only show when the mouse cursor is over it.) This will open the image in the photo viewer.



5. Click the "See More" button in the photo viewer. It will be on the upper right side of the window, directly under the X used to close the window.



6. Select "Save as" from the drop-down menu.
7. Select "Desktop" from the location list on the left side and name the file with the client's initials and the name of the document scanned. i.e., if you are scanning Joe Smith's insurance card, name the file "JS insurance card".
8. Upload the document to EHR and Index in the client's chart.