Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

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MEMORANDUM

ACTION MEMO #14-10

TO: District Health Directors
District Program Managers
District Administrators
District Nutrition Services Directors

FROM: Debra Keyes, RD, LD
Director
Georgia WIC Program

DATE: January 24, 2014

RE: Approval for Proof Scanning

The LaGrange district successfully piloted a Proof Scanning Project for the Georgia WIC Program. The Proof Scanning Project was approved by the State WIC Office and is currently operating in the LaGrange district as a pilot. Effective February 1, 2014, the State WIC Office would like to offer the opportunity for all clinics in the state to use the Proof Scanning.

What is Proof Scanning?

Making photographic copies of proofs of income, ID and residency and placing the copies on a desk top scanner. This process has quickened the intake process as well as reduced the inconvenience of making copies and the costs of supplies.

What are the procedures for Proof Scanning?

When a client comes into the clinic for any type of certification, the clerks are able to scan the proof document and link them directly to the participant in an electronic version. Each clerk has a small sized desk scanner at their station. The procedures below are based on the scanning equipment listed in this document.

How does this work?

1. The client provides their proof copies to the clerk.
2. If applicable, the clerk looks up the client's Medicaid information (income) on the online portal.
    a. Select '**File**' and '**Print**'
    b. Rather than choosing a printer or copier, select the **PDF Writer** and '**Print**'
    c. '**Save As**' with a File Name
    d. The Medicaid information will be saved as a PDF file rather than printed to a printer or copier

3. Feed other applicable proofs through the scanner (ID and Residency)
    a. The pop box prompts to confirm with a file name
4. From the Patient Screen, select **'Imported Docs'**
5. Select **'Import'** when the documents box pops up
    a. In the system open **'Desktop'** and **'Scans'**
    b. Choose the file and select **'Open'**
6. A box pops up asking for **Description**
    a. Currently, the clerks type: the date as mm/dd/yy, a space, and the code for the proofs presented:
        i. Example: 10/04/13 SS
        ii. Example: 10/04/13 DL
        iii. Example: 10/04/13 MV
    b. Select **'Save'**
7. The proof copies are electronically date stamped under Imported Documents

It appears as though there are many steps involved. In actuality, the clerk is just clicking through the process. It is quite similar to the way in which staff tab through WIC screens.

If a clerk makes an error, documents can be deleted from Imported Documents and re-scanned.

All files can be deleted from the SCAN file under DESKTOP once the documents are saved to the Imported Documents. Our clerks find it is easier to do this step as they go rather than at the end of the day.

The scanning process has shown a savings in copier supplies such as toner and paper. Additionally, the scanning process moves the program one step closer to electronic charts, which equal up to even more savings in supplies. The scanned documents are always accessible on or off site. While a paper chart could be lost, the electronic scans of a document are always backed up.

What Equipment Is Needed for Scanning Proofs in the clinic?

Attached please find the Equipment requirements.

How will Proof Scanning be Audited Once Implemented?

When Proof Scanning is audited by the state and district staff, there will be no need to keep a paper copy of the proofs. All proof documentation will be audited from the WIC computer system.

Starting the Proof Scanning Project in Your District

If your district wished to start the Scanning Proof Project, please contact Kimberly Menefee at 404-657-2900. We would like to approve one clinic per district before approving a district to move forward on this project.

Summary

The State WIC office realizes that each district will transition to proof scanning at different intervals. As a result, the State is giving permission to use both the manual (as outlined the current Procedures Manual) and the proof scanning method of documenting proofs until the entire staff has transition to proof scanning.

Once the proof scanning method is adapted in your district, the State **will not** require clinics to make or maintain paper copies of proof in the WIC record.

A special thanks to the LaGrange district who made it possible for the entire State to be able to use Proof Scanning. This team made many sacrifices to ensure that all WIC Programs could use this method.

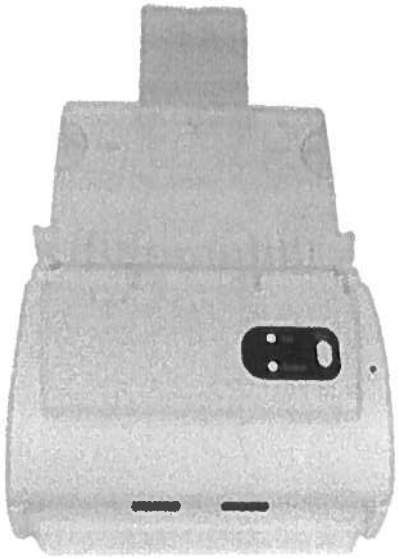
If you have any questions, please contact Kimberly Menefee at 404-657-2900.

Attachments

c: Lynn A. Flen, Deputy Director, Program Operations & Nutrition Services
WIC Deputy Directors
WIC Managers

Scanner - SmartOffice PS283

The Plustek 25 ppm scanner offers you a flexible and productive way to scan and manage all of your paper based information. From business cards to legal size documents, they all can be scanned and saved as a searchable PDF at the touch of a button.



Plustek SmartOffice PS283

- 10.36" x 5.02" x 5.83" dimensions
- 3.66 pounds
- Hardware requirements:
  - Pentium® IV 2.0 GHz processor (Pentium IV 3.0 GHz processor recommended)
  - CD-ROM Driver
  - One available USB Port (USB 2.0 recommended)
  - 1GB RAM or higher recommended
  - 800 MB free HDD space (1 GB or larger recommended)

Plustek SmartOffice PS283

- 25 ppm Simplex Color Scanning
- 50 Sheets ADF Capacity
- Business Cards to Legal Sized Documents Scanning Available
- Small Footprint
- Affordable - $212.00