

Scanning Documents

In LegendS

Documents to Scan:

Medical Documentation forms
(MDF) **(Required)**

Custody papers **(Required)**

Release of Information
(Required)

Manual breast pump forms
(Required)

Proxy forms **(Optional)**

Organizing:

Save to computer and create
folders

Can organize by creating a
folder for each month/year

Follow 3 year retention period

What NOT to scan:

Birth certificates

Social Security cards

Medicaid cards

Passports

Driver's license

Voided checks

VOC's

Vendor reimbursement checks

** Do not scan documents in high resolution as they will take up more space on your machine