**Scanning A Provider File**

Freshly Certified Initial Provider

1. Scan the whole file (if it has tags upside down is fine)
2. Certification date – provider name – initial application
   1. 3.14.11.my.new.assisted.living.home.initial.application

Re-certifications

1. Scan the whole file (if it has tags upside down is fine)
2. Certification date – provider name – recertification application
   1. 3.14.11.my.new.assisted.living.home.recertification.application

*IF the application is over the copier’s limits for the document feeder then you may add*

* 1. 3.14.11.my.new.assisted.living.home.initial.application.part.1.of.2
  2. 3.14.11.my.new.assisted.living.home.initial.application.part.2.of.2