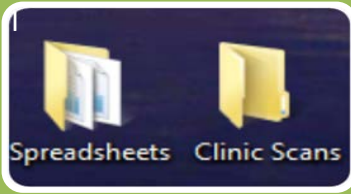
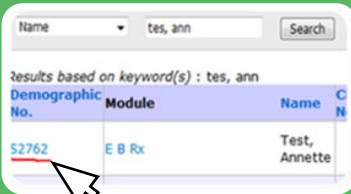


# SCANNING and UPLOADING DOCUMENTS



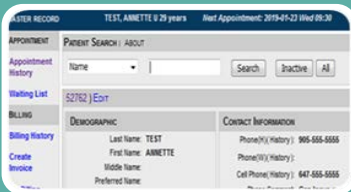
## Create a Clinic Scans Folder

- Add a "Clinic Scans" folder to your computer desktop
- Clear folder and empty recycle bin **daily**



## Find Client on OSCAR

- Login to OSCAR and open *Search* in top toolbar
- Open the client's *Master Record* by clicking on the client's *Demographic No.*



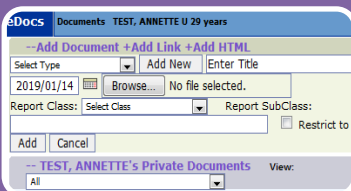
## The Master Record

- It is essential to our partnership that the information here is accurate and up to date including;
  - Caseworker contacts, phone numbers and OHIP/IFH/UCI information



## Add Documents

- Select *Add Documents* from the left-hand side (list of blue shortcuts - under *Resources*)
- Or, *Documents* to view items that have already been uploaded



## Upload Document

- Select Type (legal, letter, Patient Info etc.)
- Enter Title (i.e Letter of Support Signed by Dr. Tam, Refugee Claimant Document etc.)
- Click *Browse*, select file from Clinic Scans folder and click *Add*