

SCANNING PREP DESK AID – Working at JCO

Include the following:

- ☐ **Step 1 → Date stamp every page with text** (front and back)

First Page must include:

- ☐ (should already be **date** stamped)
- ☐ Document **Code**
- ☐ **Case #**
- ☐ **Name of customer**, if applicable (PIN specific document code)

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Medicaid Services
F-02340 (06/2018)

RELEASE OF CONFIDENTIAL INFORMATION AUTHORIZATION FOR WISCONSIN MEDICAID, BADGERCARE PLUS, FOODSHARE, FAMILY PLANNING ONLY SERVICES, SENIORCARE, AND CARETAKER SUPPLEMENT

Complete and submit this form to authorize the release of information indicated in Section 2 below. The person whose information is released may have a right to inspect and, upon paying any applicable fees, get a copy of the disclosed information.

SUBMISSION INSTRUCTIONS

If the person whose information will be released lives in **Milwaukee County**, do one of the following:

- Fax the form to 1-888-409-1979.
- Mail the form to:
MDPU
PO Box 05676
Milwaukee, WI 53205

If the person whose information will be released **does not** live in Milwaukee County, do one of the following:

- Fax the form to 1-855-293-1822.
- Mail the form to:
CDPU
PO Box 5234
Janesville, WI 53547

If a new code within same case:

- ☐ Insert a **separator sheet** before the new document code
- ☐ (should already be **date** stamped)
- ☐ Document **Code**
- ☐ **Name of customer**, if applicable (PIN specific document code)
Repeat until all document codes are added
- ☐ Place color **separator sheet** on top according to scanning need (ScanFirst, ProcFirst, Apps)
 - **Pink** – Scan First
 - **Salmon** – Process First
 - **Blue** – Apps (any paper application received while at the front desk should go in the “Apps” slot. This could include any type of application, but the majority will be “Page One FoodShare Registration” apps and “Signature Page” apps)

Reminders

- The case number/code/etc. should be ½ inch from borders, so it is not cut off when scanned
- Staples must be removed
- Pages should all be right side up and facing the same way
- Business cards and other very small items cannot be scanned, please provide copies
- Do not submit picture files. Copy/paste to a MS Word file. Submit only Word docs or PDF files.
- Include attachments or links to docs. Do not copy/paste text in the body of an email.
- Scanning email requests from ESS workers can be sent to hseaprocessed@danecounty.gov.