

Naming Conventions for Scanning

Overview:

The following naming conventions are to be used for document storage and importing into Avatar.

Contractor Storage: On the local computer or networked storage, create a folder for the patient with last name, first name convention.

For each document name, use the following convention:

Document Name = Form-Program-Date of Client Signature or Creation Date if not signed (MMDDYY)

Example: Financial Agreement Client Billing Form-RTC-040116

Release of Information-ADP-040116

For Mental Health, Document Name =

Client ID#-Name of Form-Program-Date of Client Signature or Creation Date if not signed (MMDDYY)

Example: 110365-Release of Information-MH-040116