


# Provider Imaging

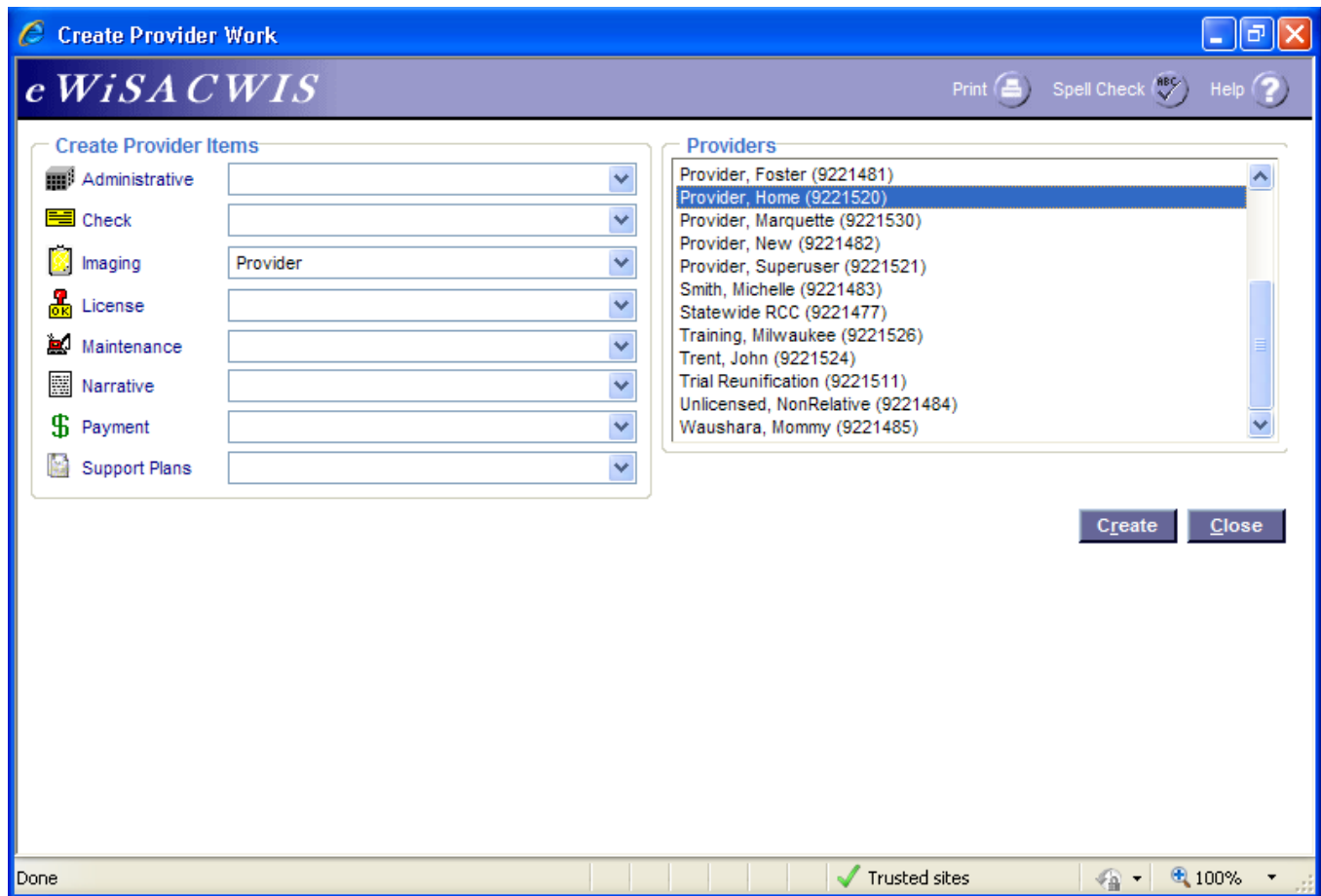
**Note:** In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

**Note:** Please see the Background Check Imaging Quick Reference Guide on how to add background checks to provider members.

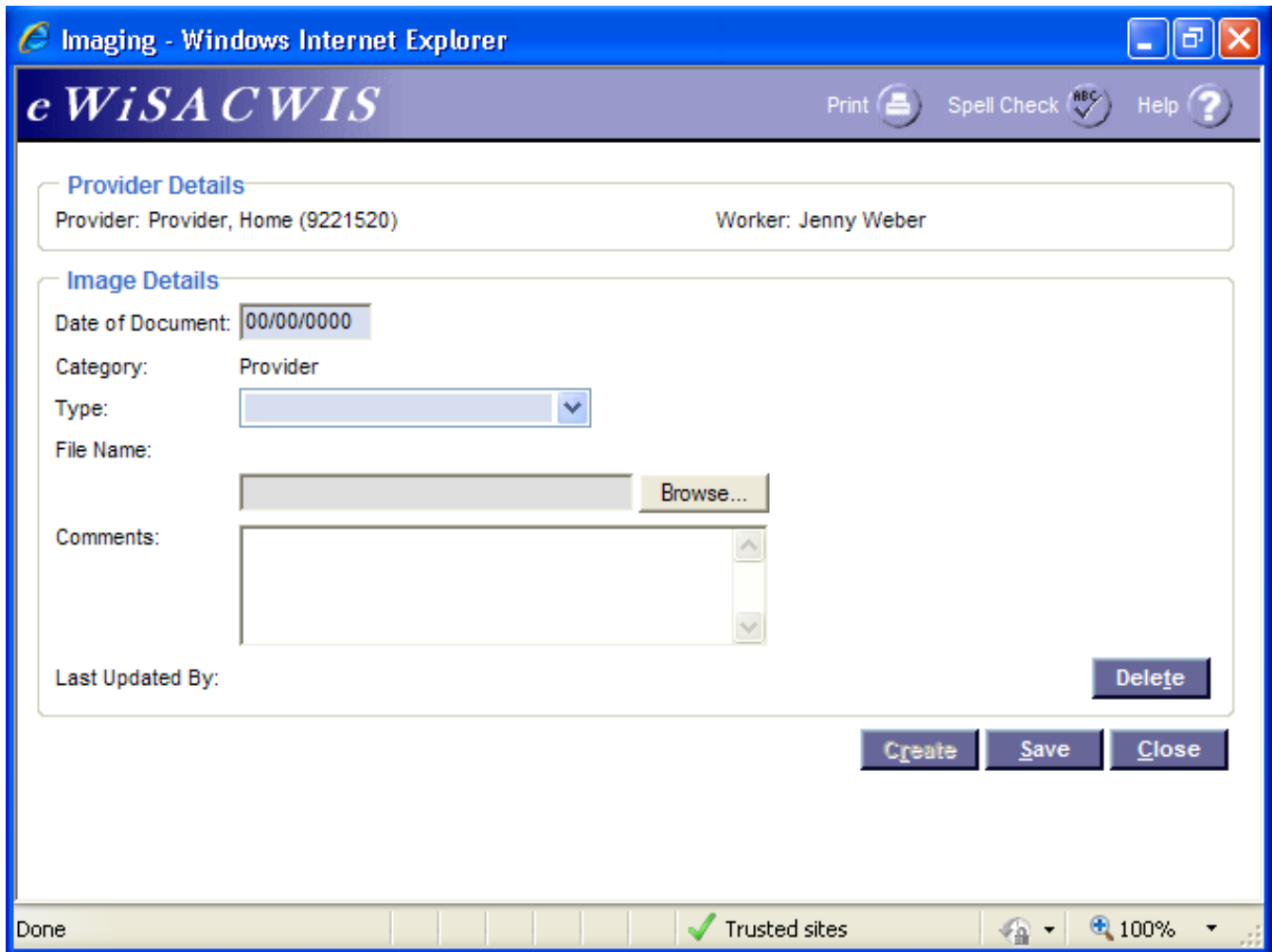
## If you have an assignment to the provider:

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.

On the Create Provider Work page, select the appropriate Category from the Imaging drop-down, select the Provider, and click Create. This will open the Imaging page.

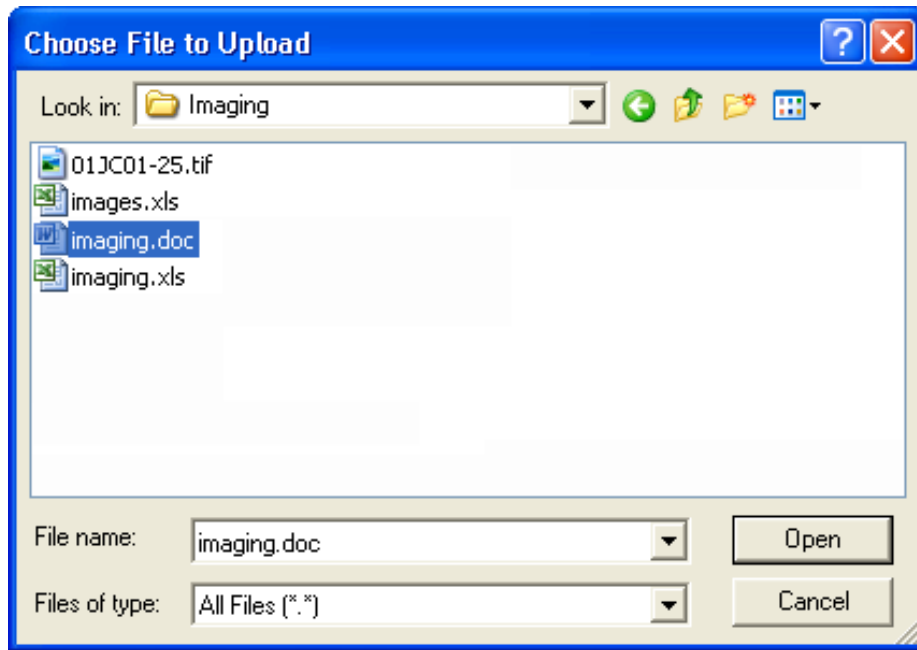


2. On the Imaging page, enter the Date of the Document and select a Type.



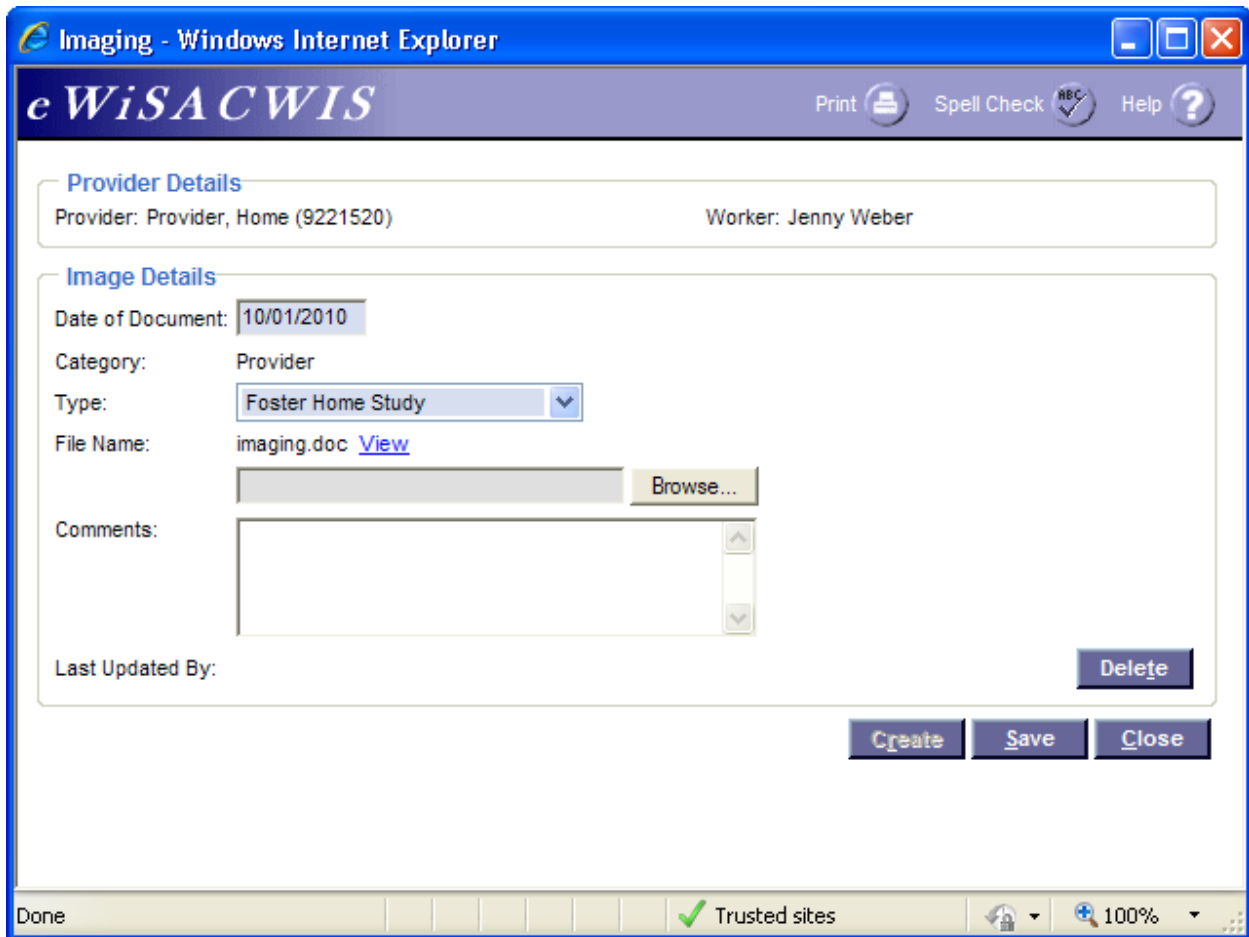
3. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

4. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

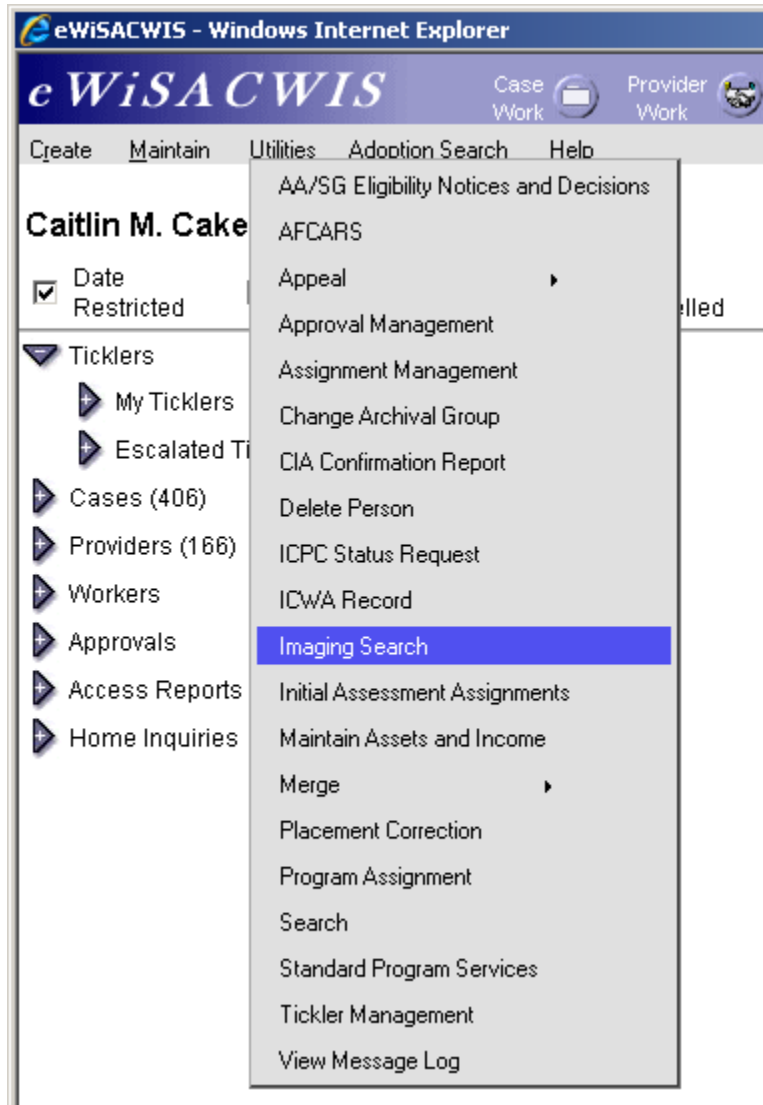
5. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.



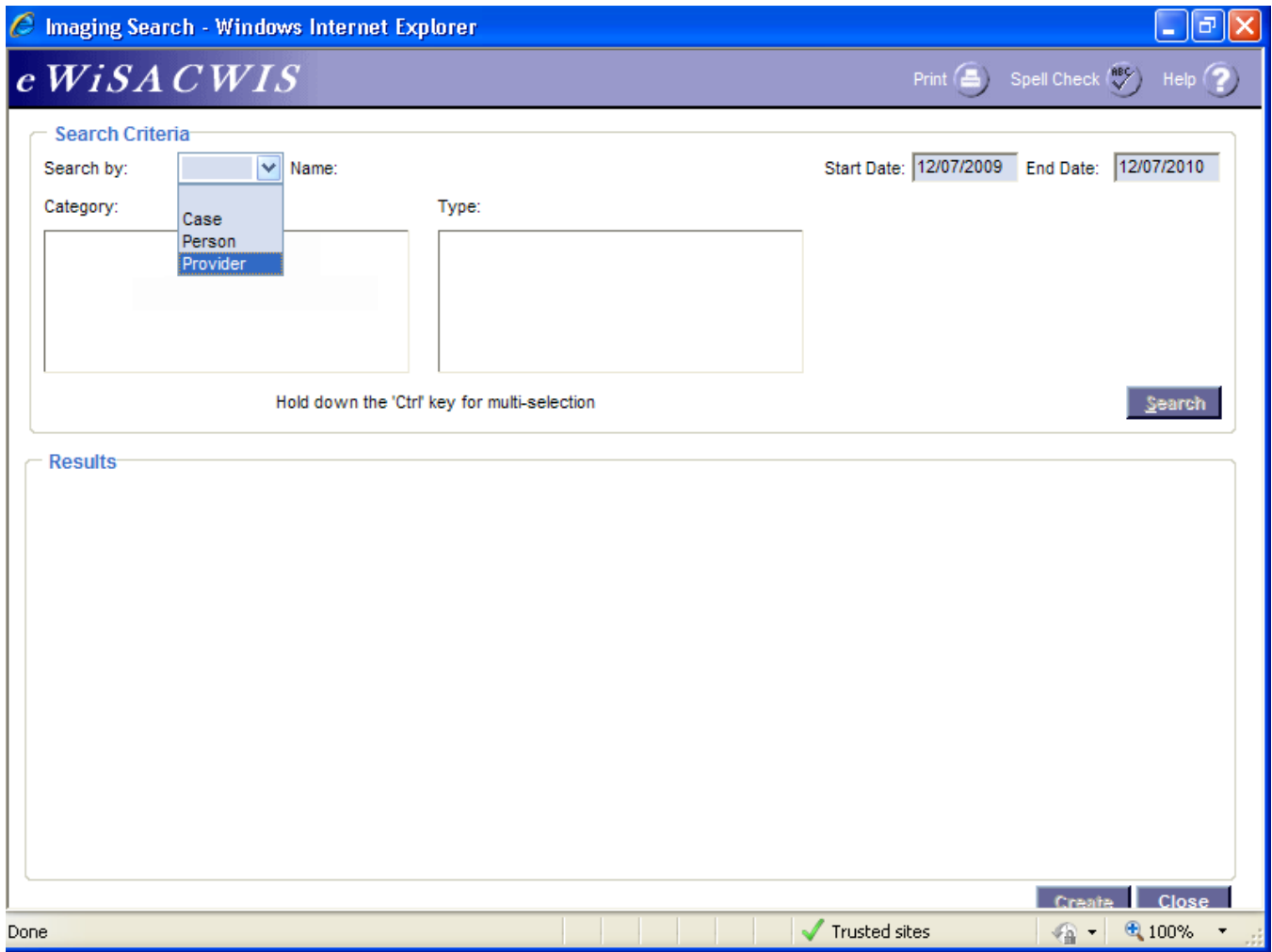
6. Enter any comments in the Comments field.
7. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
8. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

## If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.



3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

**Provider Search -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Search Criteria**

Provider Name: provider First Name: foster Provider ID:

Parent Agency ID:  Provider Type:   Search Providers of Parent Agency

Site #:  County:  ZIP Code:

Date Restricted  View Not Approved/Cancelled Search Precision:  Low Med High

Record 1 to 1 of 1

**Providers Returned**

Provider, Foster (9221481)  
Open Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Closed

- This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been changed. To add a previously scanned document, select the Category and Type of document. Click Create.

**Imaging Search - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by: **Provider** Name: Provider, Foster (9221481) [Provider Search](#) Start Date: 12/07/2009 End Date: 12/07/2010

Category: **Provider** Type: **Fire Evacuation Plan**

Hold down the 'Ctrl' key for multi-selection **Search**

**Results**

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Harry V.	10/18/2010	<a href="#">478front.jpeg</a>	<a href="#">Edit</a>

Record 1 to 1 of 1 **Create** **Close**

Done Trusted sites 100%

5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type.

Imaging -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

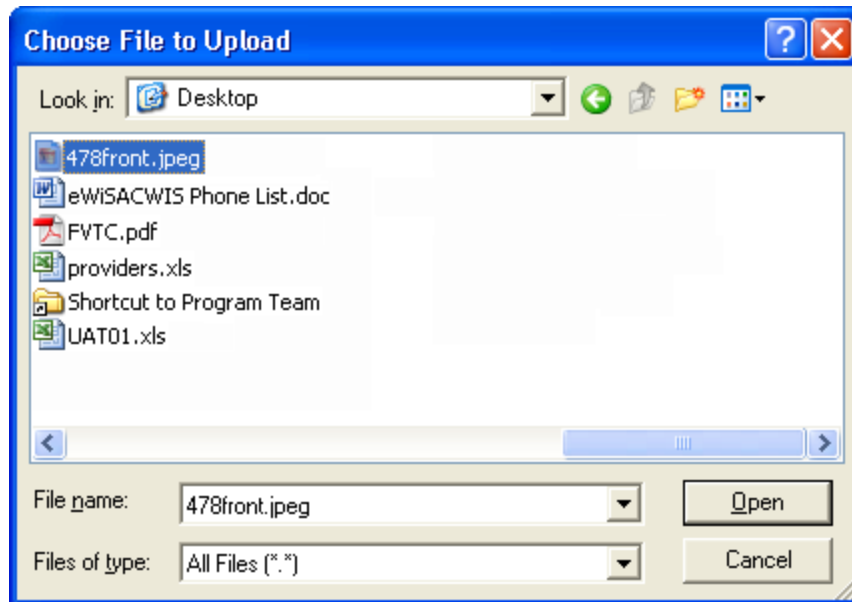
**Provider Details**  
Provider: Provider, Foster (9221481) Worker: Jenny Weber

**Image Details**  
Date of Document: 12/02/2010  
Category: Provider  
Type: Fire Evacuation Plan  
File Name: Browse...  
Comments:  
Last Updated By: Delete

Create Save Close


7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

8. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

9. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.



10. Enter any applicable Comments.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
13. By clicking the Create button, this will open the Imaging page with the same Category selected.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The window has a blue header bar with the "eWISACWIS" logo on the left and "Print", "Spell Check", and "Help" icons on the right. The main content area is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

- Provider: Provider, Foster (9221481)
- Worker: Jenny Weber

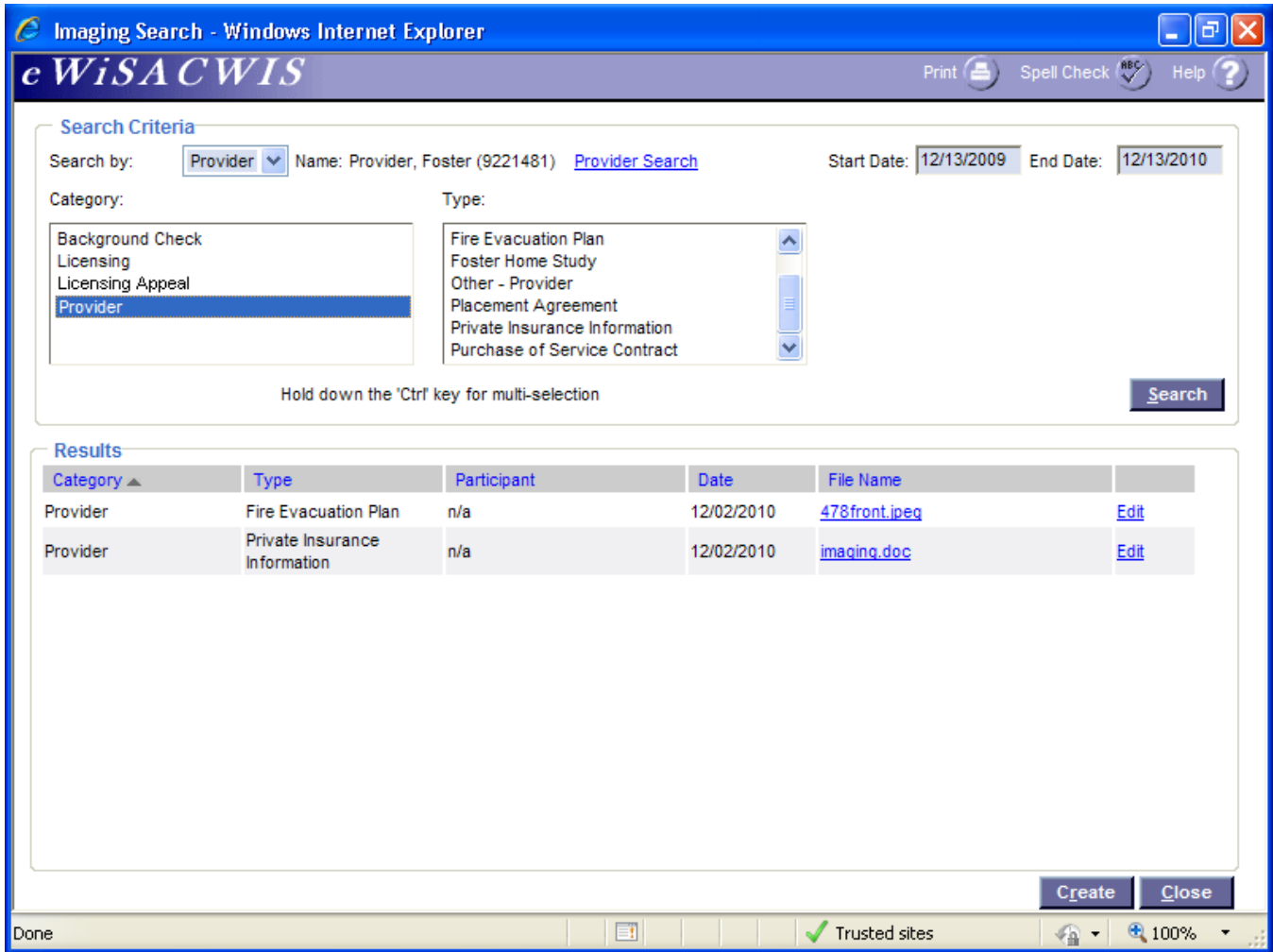
**Image Details:**

- Date of Document: 00/00/0000
- Category: Licensing (dropdown menu)
- Type: (dropdown menu)
- File Name: (text field) with a "Browse..." button
- Comments: (text area)
- Last Updated By: (text field)

At the bottom right of the form area is a "Delete" button. Below the form area are three buttons: "Create", "Save", and "Close".


14. Enter the Date of Document.
15. If applicable, update the Category.
16. Select the Type.
17. To attach a previously scanned document, click the Browse button.
18. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

19. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
20. Click Close.
21. You will return to the Imaging Search page. The page will display all scanned images for the selected Category and Type for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page .To add additional scanned documents, repeat the above steps.

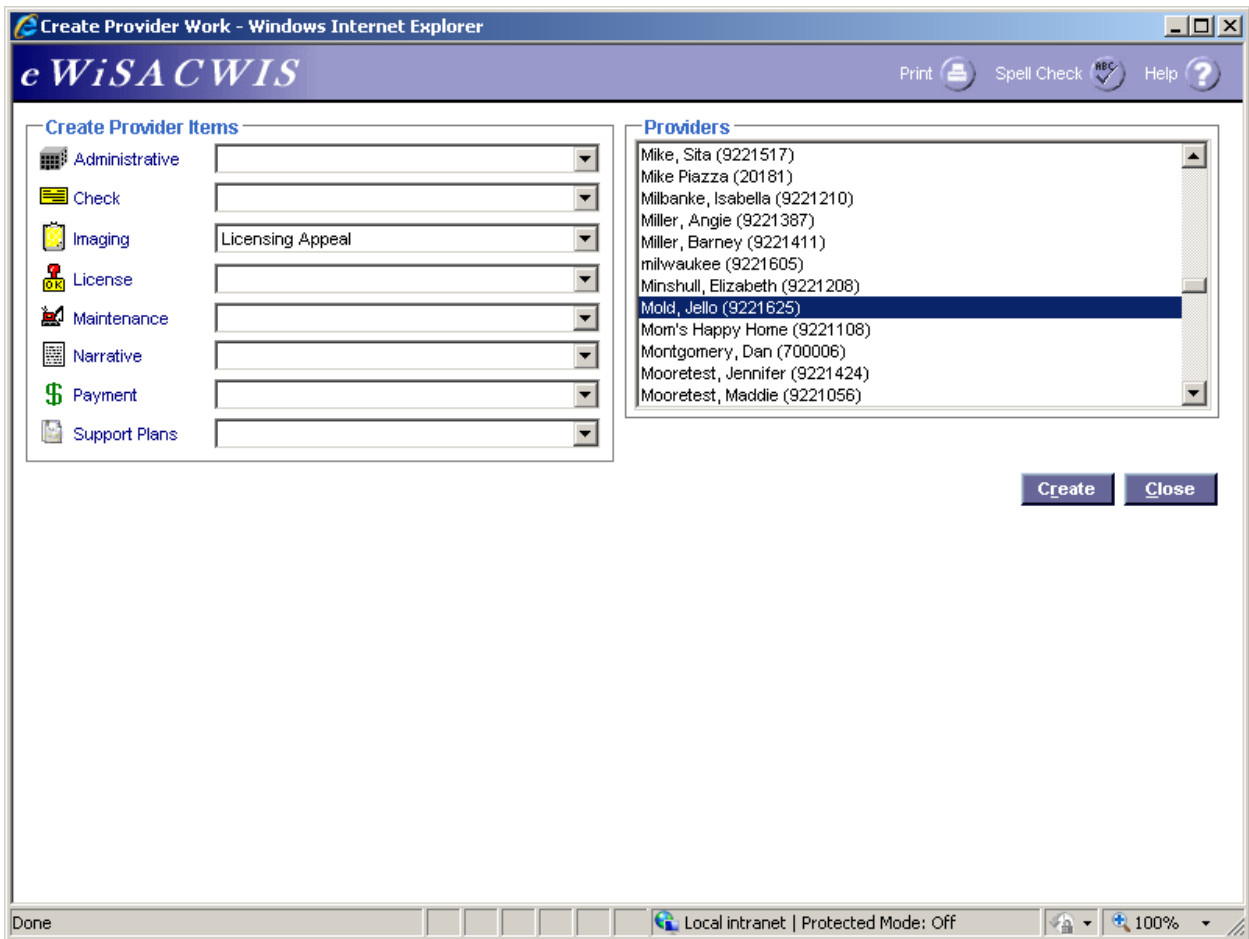


Documenting an image for a licensing appeal

**Note:** An imaging record for a licensing appeal can be documented from the Create Provider Work page and Licensing Appeal Details page. The scenario below details how to document an image for a licensing appeal using the Create Provider Work page.

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.

On the Create Provider Work page, select the category 'Licensing Appeal' from the Imaging drop-down, select the Provider, and click Create. This will open the Imaging page.



2. On the Imaging page, enter a Date of Document.
3. The Category will default to Licensing Appeal.
4. Make a selection from the Type field.
5. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

6. To attach a previously scanned document, click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
7. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. Click Close. A link to the imaging record created will display under the Licenses icon of the associated provider.