



WA402

FORM V075 CANNOT SAVE & PRINT LOCALLY

Defect 34625: The V075 “Required Authorization for Medical Agent for Minor” will not allow the worker to save and print the form locally. The worker will follow the steps below to generate the form, print the form, image the document, and create a journal entry.

Generate the Form

1. Click **Document Control**.
2. Type **v075** in the **Form Number** field.
3. Click **Search**.
4. On the **Template Repository Search** page click **Required Authorization for Medical Agent for Minor**.
5. In the **Document Parameters** pop-up enter the appropriate **Case Number** in the **Case Number** field.
6. Click **Go**.
7. Select the appropriate **Program** from the Program drop-down.
8. Select the appropriate **Person** from the Customer Name drop-down.
9. Select the appropriate **Language** from the Language drop-down.
10. Click **Generate Form**.

Print the Form

1. Complete all required fields on the form.
2. Using the printer icon in the top left corner of the form window print 2 copies.
3. Give the customer one of the copies.

Imaging the Document

For Clearinghouse Staff

1. Deliver the documents to the mailroom to be imaged.

For Out-Station Workers

1. Image the document using the KEES Barcoded Document application plan.

Create a Journal Entry

1. Within the context of the appropriate case click **Contact Log**.
2. Select the appropriate **Person** from the Person drop-down menu.

NOTE: This should be the same person you selected in the document parameters window.

3. Select **Document** from the **Contact Type** drop-down.
4. Select the appropriate value in the **Contacted By** drop-down.
5. Select **Kancare Clearinghouse** for location (or correct location for out stationed worker).
6. Select **KDHE** from the **Agency** drop-down.
7. In the **Additional Notes** field enter "**Generated form v075-Required Authorization for Medical Agent for Minor**".
8. Click **Save**.

Verify Journal Entry Created

1. Click the **Journal** hyperlink.
2. Verify entry was created.
3. Close the Journal.

Document Change Log

Date	Version	Author	Change Description
06/16/2015	2.7	Daniel Gibbons	Initial Draft completed

*Update version/date in document footer.