

Using 'Print and Fax' in AppCentral QUICK USER GUIDE

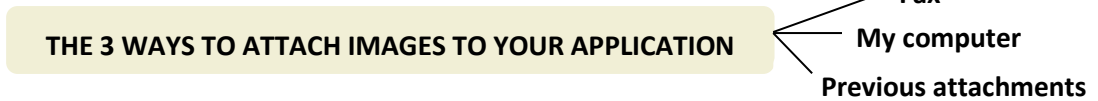
Overview

Print and Fax functions were added to AppCentral in 2017. This guide explains the two ways you'll encounter or use the *Print and Fax* function in your re/appointment application:

1. As a **document type** in your application.

THE 3 DOCUMENT TYPES IN APPCENTRAL	
Print and Fax	Must be printed, completed manually and faxed
Fill out and submit	Must be completed and submitted electronically
Read document	Need only to be opened and read

2. As a delivery **method to attach images** to your application.



1. Print and Fax documents

What should I do with print and fax documents?

- They must be printed—along with the associated coversheet—and completed, then faxed to your medical affairs office. The fax coversheet contains a unique barcode that AppCentral uses to automatically tie the document to your specific process.

Examples: images or documents requiring a provider's actual signature (attestation forms), or documents requiring a third party's attention (health forms).

How do I complete my print and fax documents?—and then where do I send them?

- The Print and Fax function allows you to:
 - a. Fill out a document in AppCentral and then print it, sign it, and fax it back to medical affairs.
 - b. Save the blank document to your computer for completion and submission at a later time.
- Send your Print and Fax documents to the number on the coversheet. You must include the bar-coded cover sheet with the completed document.

Tips for working with print and fax documents:

- Only documents designated as Print and Fax in AppCentral can be faxed.
- You cannot save Print and Fax documents with data. You can only save the blank coversheet. To keep a copy for your files, retain the printed copy that you fax back.
- Electronic signatures cannot be used with Print and Fax documents.

Print and Fax –Document process

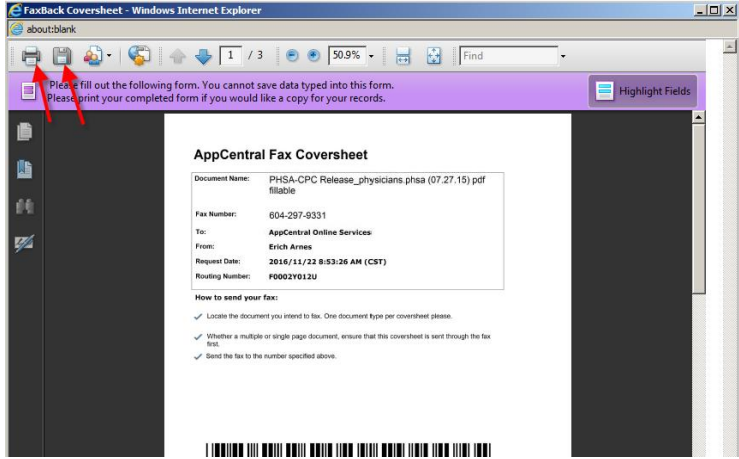
1. *Print and Fax* documents are identified as such in the **Action Required** column.



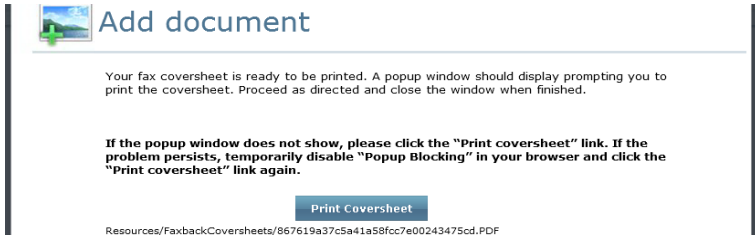
2. When opened, the first page of the *Print and Fax* document is the bar coded cover sheet.

This sheet **MUST** be included as the first page of the document you fax back to medical affairs.

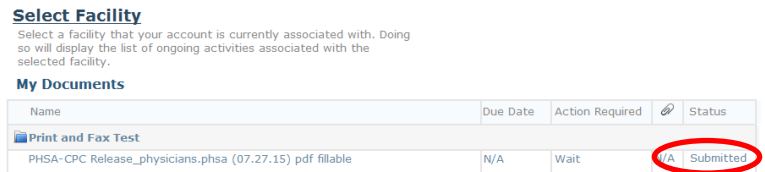
3. You have the option to:
- complete the *Print and Fax* document in AppCentral and then print it off, or
 - save the blank form to your computer to complete later.



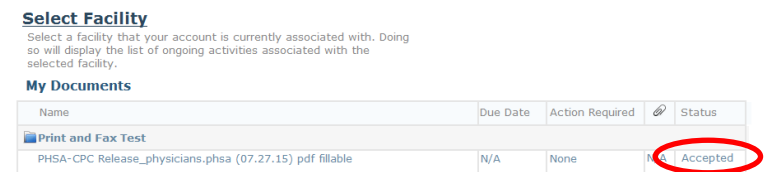
Note:
You may see this if your browser does not permit pop ups.



4. **Status—submitted**
After you've faxed the document, the Status column for this document will change from "Opened" to "Submitted."



5. **Status—accepted**
Once the document has been accepted by Medical Affairs, the Status column will change from "Submitted" to "Accepted."



6. **Status—returned**
If returned to you by Medical Affairs for updates, the Status column of the document will change to "Returned."

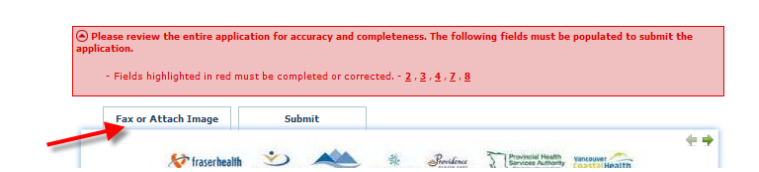

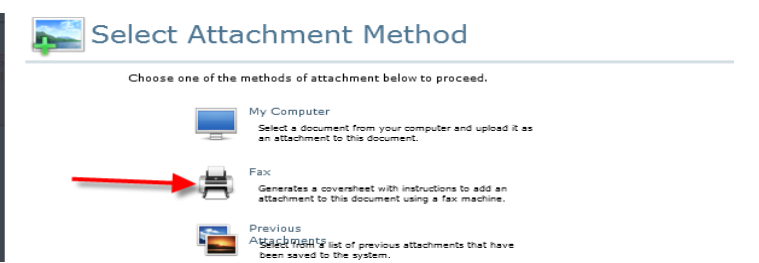
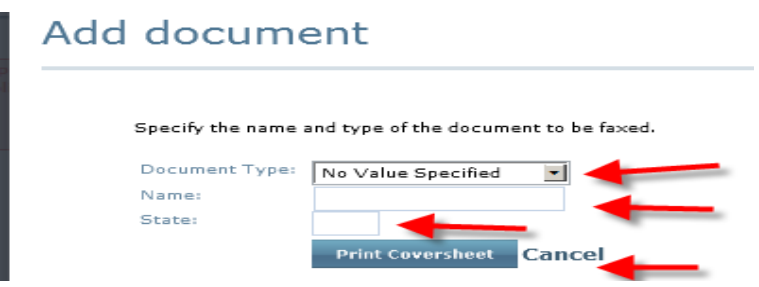
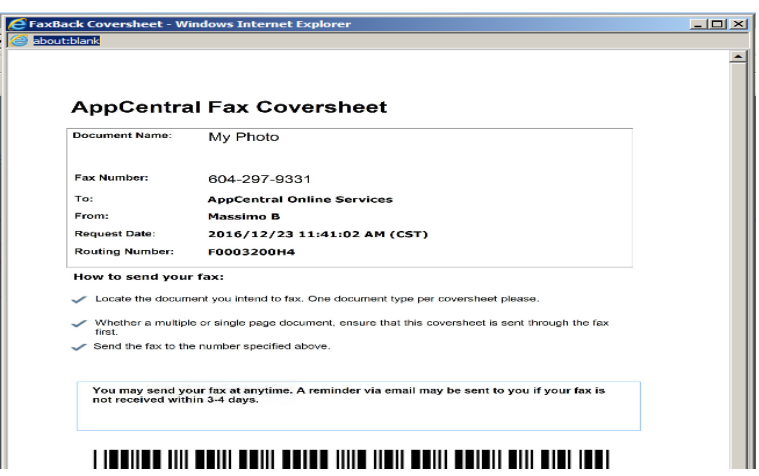


- Action required:** Open the returned document to see the comments advising you on the document updates needed. Once updated, you will need to print and fax the document again.

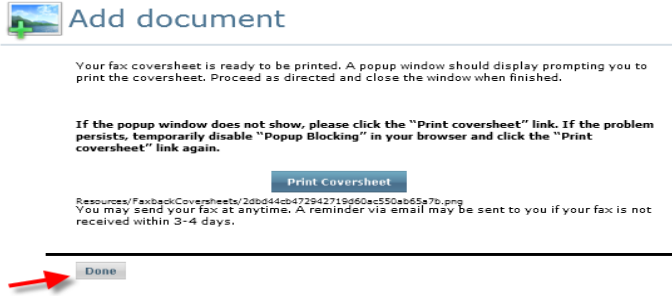
2. Fax – For attaching images

You now have the option to fax in required attachments (rather than scanning and uploading them).

Faxing attachments—Process

<p>1. To access the fax function when completing your application, select Fax or Attach Images.</p>	
<p>2. Select the Add License, Photo, Certification, etc.</p>	
<p>3. Select the Fax option for attachment methods.</p>	
<p>4. Add the document type from the drop down.</p> <p>You will also:</p> <ul style="list-style-type: none"> • provide a name • enter BC in the State, and • select “Print Coversheet.” 	
<p>5. This document will be created with a unique bar code for this specific attachment. The print function will open allowing you to print the fax coversheet. Print the cover sheet.</p>	

6. After you have printed the coversheet this document will appear. Select the **Done** button.



Add document

Your fax coversheet is ready to be printed. A popup window should display prompting you to print the coversheet. Proceed as directed and close the window when finished.

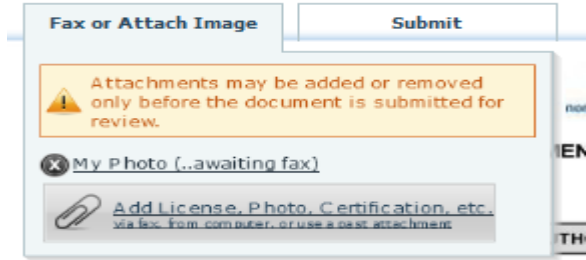
If the popup window does not show, please click the "Print coversheet" link. If the problem persists, temporarily disable "Popup Blocking" in your browser and click the "Print coversheet" link again.

[Print Coversheet](#)

Resources/FaxBackCoversheets/2dbd44cb472942719d60ac550ab65e7b.png
You may send your fax at anytime. A reminder via email may be sent to you if your fax is not received within 3-4 days.

[Done](#)

7. When you look at the **Fax or Attach Image** tab again it will show your attachment and the status (awaiting fax).



Fax or Attach Image **Submit**

Attachments may be added or removed only before the document is submitted for review.

My Photo (...awaiting fax)

[Add License, Photo, Certification, etc. via fax, from computer, or use a post attachment](#)