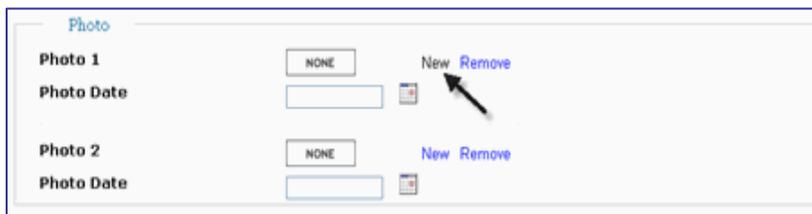


You can submit IDFs with the **IDF Submit** role and will have access to the **Worklist** and **Search** links in the **Individual Data Form** area. To submit an IDF follow the instructions below:

- On your FirstPage, you will find a **Worklist** link under the **Individual Data Form** area. Click on that link to enter information for a new individual whose form has been created by the Provider Administrator.
- On the 'Individual Data Form' page, you will find fields such as **First Name**, **Last Name**, **ID Type** and **ID Number** are already filled in. Enter other information such as Birth Date, Residence Address among others that are marked by *. These are the required information and you must fill them in.
- Select the **Birth Date** by clicking on the  icon next to the field.
- You may add two photographs of the individual under the **Photo** heading of the Identification Data section of the form.

- a. Click on the **New** link.
- b. On the Upload Image pop-up window that appears, clicking on the Browse button to locate the photo.
- c. Select the photo from the 'File Upload' dialog box and click on the Upload Image button to add it. Please note that you may only upload files of type .jpg or .jpeg. You will be shown a thumbnail view of the image in the image area on the IDF. You can use the Remove link to remove the uploaded image.



- Under the **Shared Contact** section, you will need to enter various Contact information. To do so, click on the **Add Shared Contact** button. This will pop up a new window containing a list of the physicians and their contact information within the agency.
 - a. Click on the Contact name (highlighted in blue) to view or update the information displayed.
 - b. Click on the **Add** link on the right to add the Contact to the IDF.
 - c. If a Contact is not listed and you would like to add the new Contact here, click on the **Create New Shared Contact** link at the bottom of the window.

Medical contacts such as Physician, Dentist, Hospital and Pharmacy can be added in a similar way.

- Fill in the rest of the form as needed and click on the **Submit** button once the form is complete to submit it for approval.
- Click on the **Save** button to save the form to your Worklist so that you may work on it later.
- Click on the **Send via SComm** button to send the form to authorized users within the system. Please note that sending the form via SComm without first saving changes you may have made, will NOT automatically save any new information that you may have entered. To save the changes you have made to a form, please click **Save** before sending it via SComm.
- To view a printable version of your IDF, click on the **Display PDF** button at the bottom of the page. You can then get a printout, or save the PDF to print it at a later time as well as to send it to others as an email attachment.



[Display PDF](#)

NOTE: To open the pdf form, you will need to have Acrobat Reader installed. Visit <http://www.adobe.com/products/acrobat/readstep2.html> to download a free copy of the software.