

Scanning and sending your Evaluation Consultation Note

Good morning,

In regards to the Evaluation Consultation Note, we ask that you **please send the referrals to**

phhreferrals@gmail.com

If unable to, you may continue sending it through text messaging.

We have encountered issues with the visibility to the taken pictures. We ask that you attempt to **scan** the document to best help us upload the evaluation consultation notes.




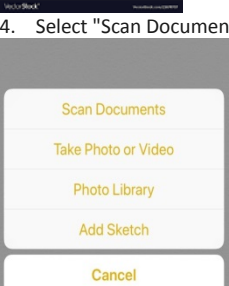

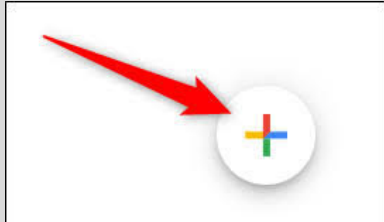
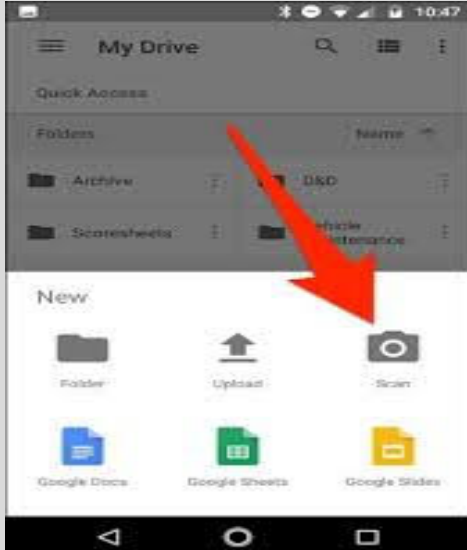
What follows this email is easy steps to follow in order to help you scan your document utilizing your phone. If you have a method for scanning that works for you that creates a legible document, by all means, please continue to use what works best for you and you may skip the rest of the message.

Just a reminder to have the "Evaluation Consultation" Note three days post evaluation.

If you have further questions, please feel free to call us at our office.

Thank you,

Perspective Home Health, Inc.

For iPhone users	For Android users
<p>1. Use the Notes app on your iPhone.</p>  <p>2. After opening the "Notes" app Tap the "create note" icon in the bottom right corner.</p>  <p>3. Next, click the camera icon</p>  <p>4. Select "Scan Documents" which may look like below</p> 	<p>1. We will utilize Google drive which is a default app for Android phones</p>  <p>2. In the bottom right corner, select the add/ plus sign.</p>  <p>3. Select the Scan icon as shown.</p> 

iPhone Continued

5. Position your camera from top view and align the document like shown. It helps if the background behind your document is of a uniform color.



6. The phone will recognize the document in your picture by highlighting the document in yellow and automatically take the picture for you when you hold the camera still
7. Flip/ turn to reveal 2nd page of actual document and repeat steps #5-6 to take the picture of the back
8. Tap Save listed in the bottom right corner. Which looks as follows:



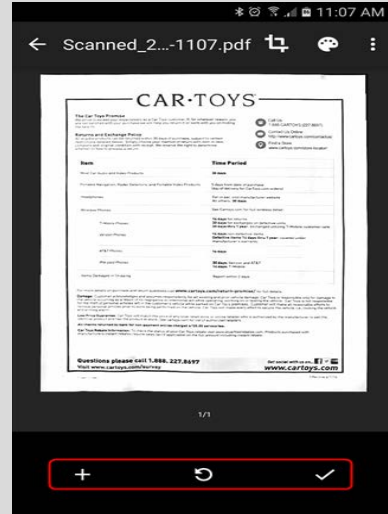
9. Tap the upload/ share button in the top right
10. Select your email and send to pashirefferrals@gmail.com and hit send or select "messages" if unable

Videos on scanning a document for iPhone users

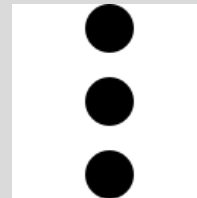
- <https://www.youtube.com/watch?v=10XH6VfGLqI>
- <https://www.youtube.com/watch?v=16nwB3P78GQ>

Android Continued

4. Position camera from top view and ensure that all four corners are in picture. It helps if the background behind your document is of a uniform color and of a contrast.
5. Tap the picture button in the bottom center aligned position to take a picture.
6. When your picture is shown to your liking. Select "ok" in the bottom right.
7. The previewed scanned document will show. Hit the plus sign to in the bottom left to snap another picture and repeat steps #4-5. The plus as shown below.



8. When complete, select the checkmark in the bottom right for confirmation
9. Rename your scanned document accordingly.
10. Ensure the account is correct and is saved to "My drive"
11. You'll be taken back to the home page of your google drive app
12. Allow up to a minute depending on your internet connection for the document to show
13. Look for your named document and select that document
14. When your document opens. In the top right corner, select the option icon which looks like this.



15. Look for the "send a copy" option
16. Look for your mail and send to pashirefferrals@gmail.com
17. You may also send select the messages if sent via text or unable to send through e-mail.

Videos for scanning a document using your Android Phone

- <https://www.youtube.com/watch?v=DgA1-MBTMKg>