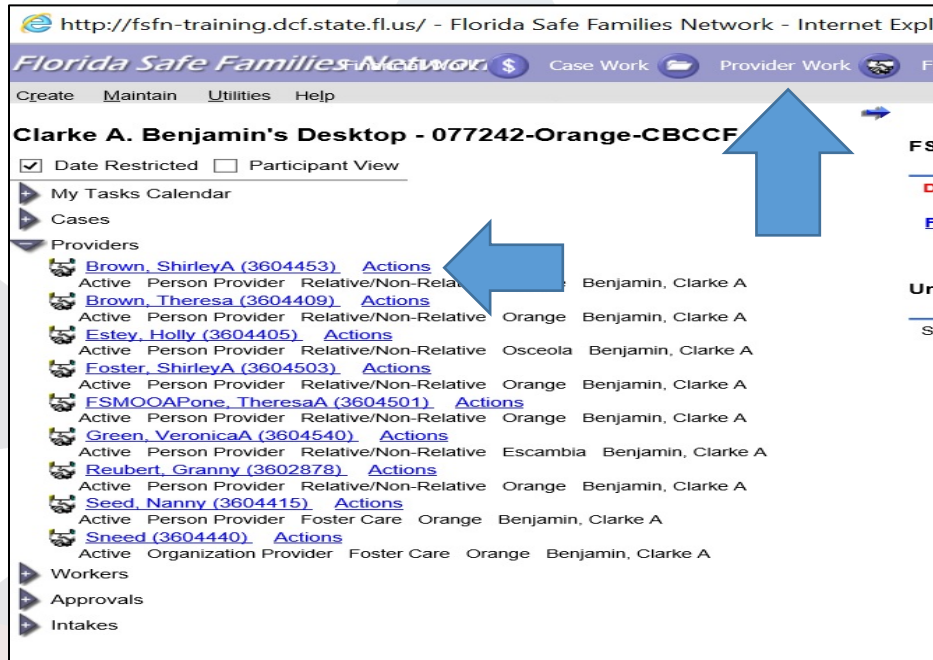


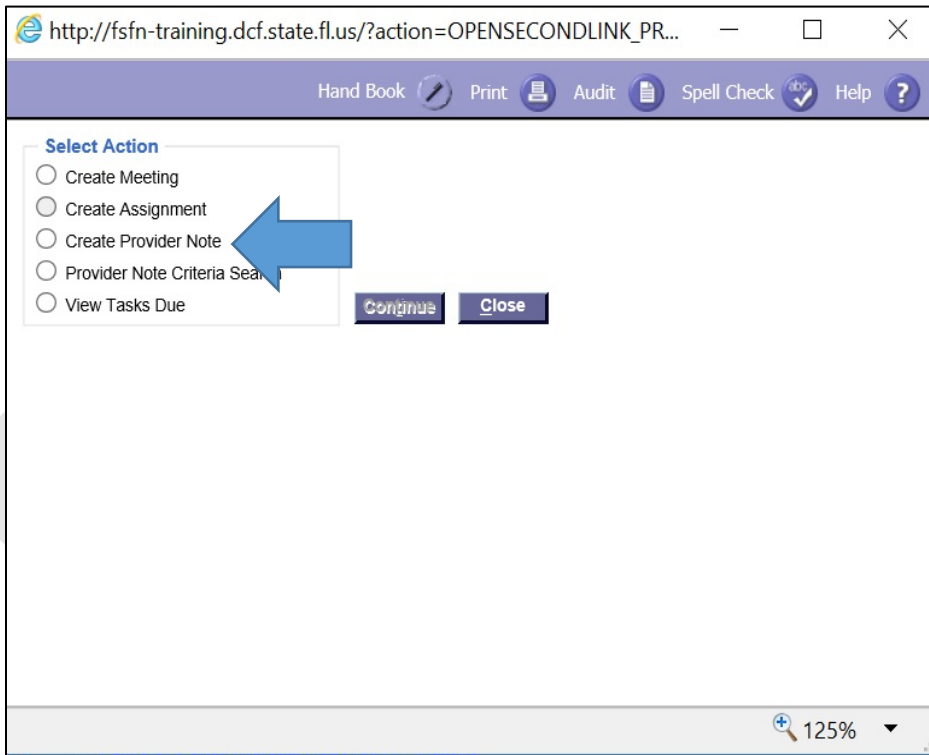
FSFN – How to Create Provider Note

1. Click either **Provider Work** or **Actions**.

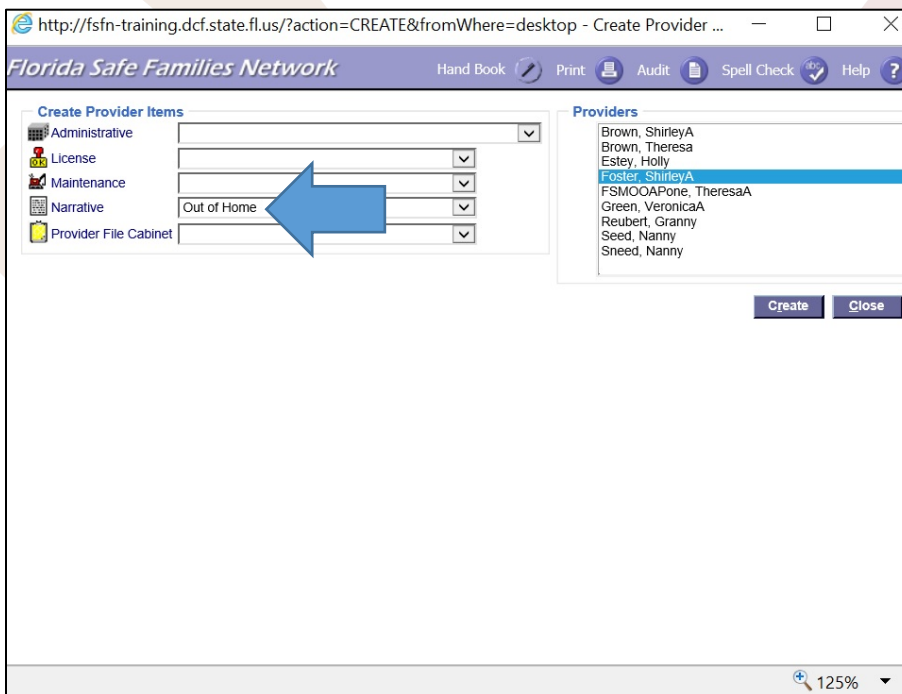


FSFN – How to Create Provider Note

2. Click **Create Provider Note** if you clicked **Actions**.

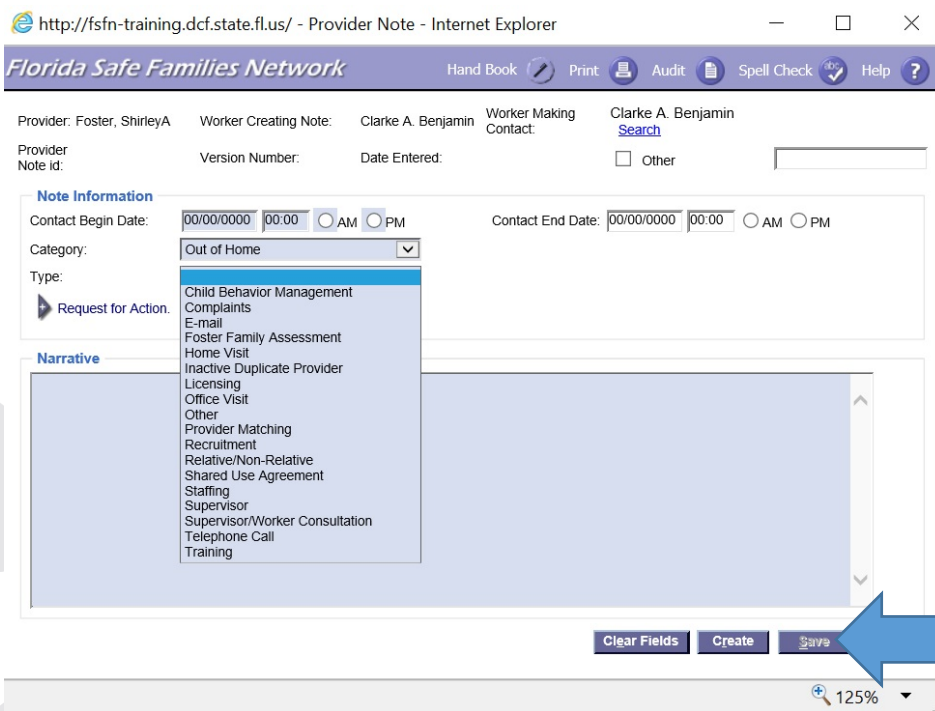


3. Click the **Narrative** expand and use **Out of Home** if you clicked **Provider Work**.

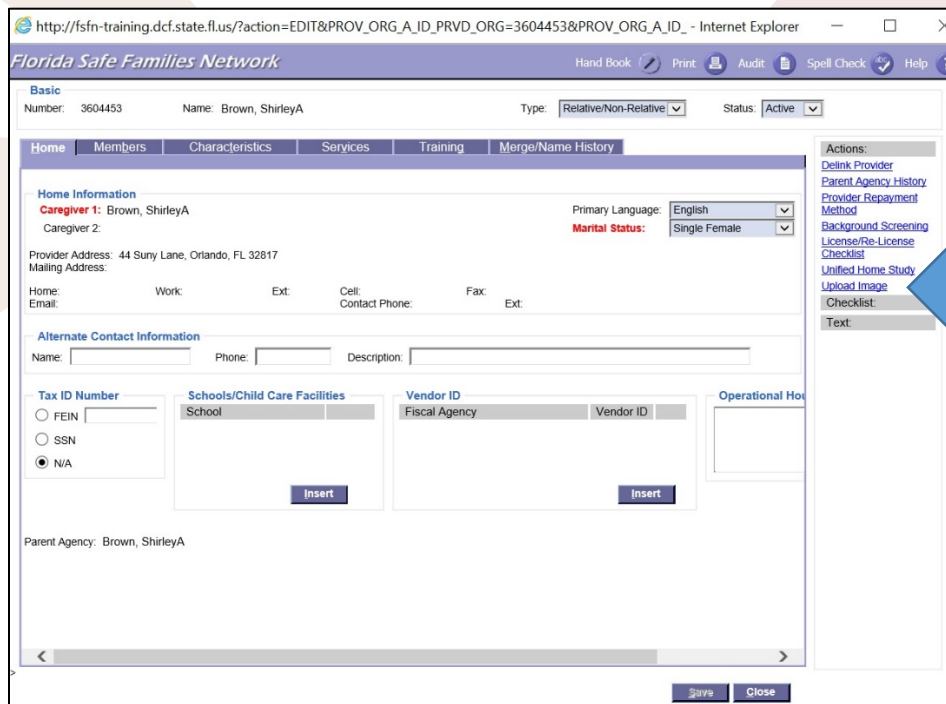


FSFN – How to Create Provider Note

4. When the note is completed, click **Save**.

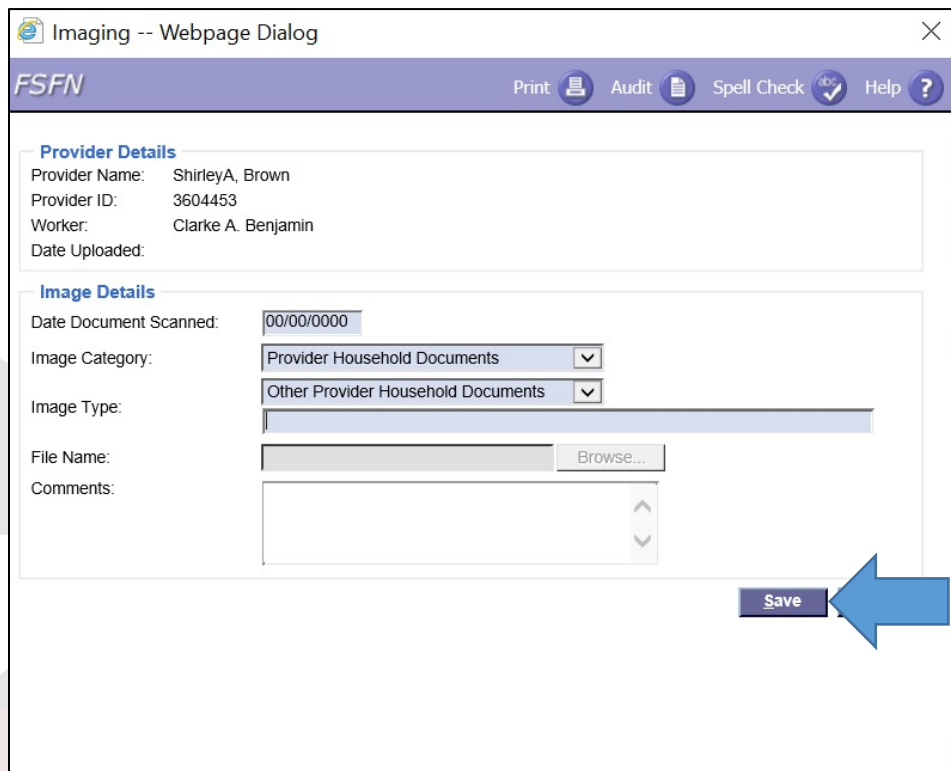


5. To upload the monthly home visit form, click the **Provider** hyperlink and click **Upload Image**.



FSFN – How to Create Provider Note

6. Use the image category in the picture below and name the home visit sheet. Click **Browse** and upload the image. Click **save**.



The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The interface includes a menu bar with "Print", "Audit", "Spell Check", and "Help". The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider Name: ShirleyA, Brown
- Provider ID: 3604453
- Worker: Clarke A. Benjamin
- Date Uploaded:

Image Details:

- Date Document Scanned: 00/00/0000
- Image Category: Provider Household Documents (dropdown menu)
- Image Type: Other Provider Household Documents (dropdown menu)
- File Name: [text input field] Browse...
- Comments: [text area]

A blue arrow points to the "Save" button located at the bottom right of the form.