MVD

NEW MEXICO

Procedural Quick Update   #147

RE:	**Medical Bar Code Reminder and How to Scan Additional Citation Documents**
Effective date:	**July 31, 2014**

To:	All MVD
From:	Kimberly Hamerdinger, Training Manager – MVD Learn

[*This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.*]

> ➢ **Reminder to use the medical bar code when scanning.**
> ➢ **How to scan additional citation documents.**
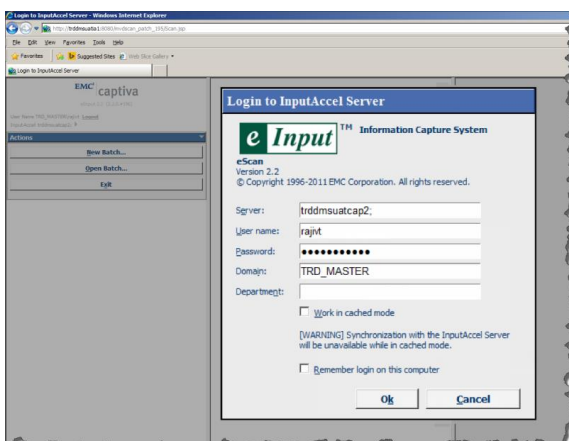
Medical Bar Code Reminder

Please remember to use the Medical Bar Code sheet when scanning the following:

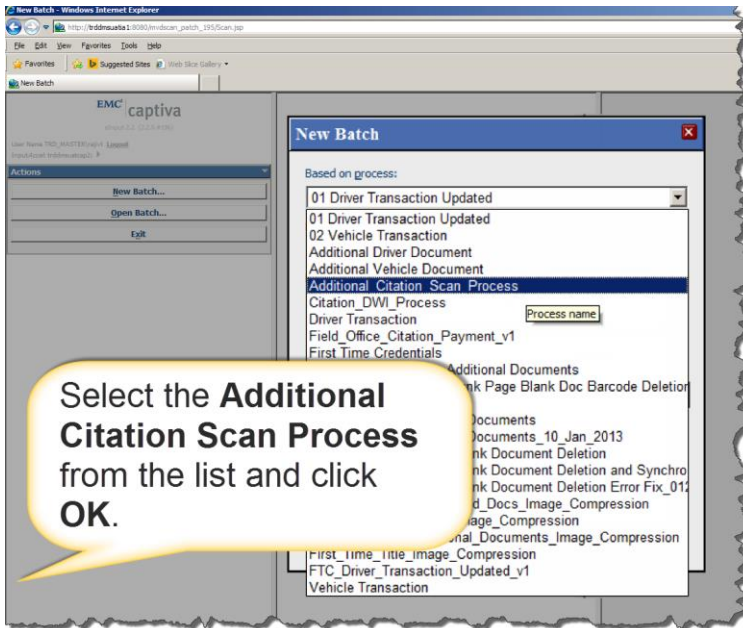- Medical Report #10124
- Vision Report #10125

How to Scan Additional Citation Documents

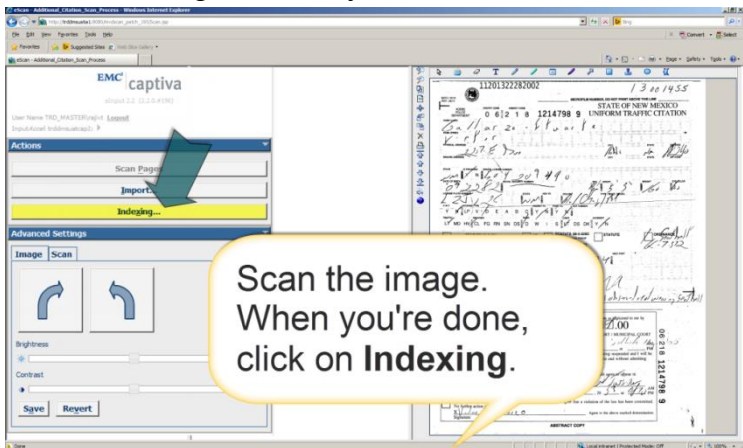You may now scan additional citation documents. Here's how it works:

1. Login to the scan module using the below URL:
   http://trddmsprodeput:8080/mvdscan/Scan.jsp
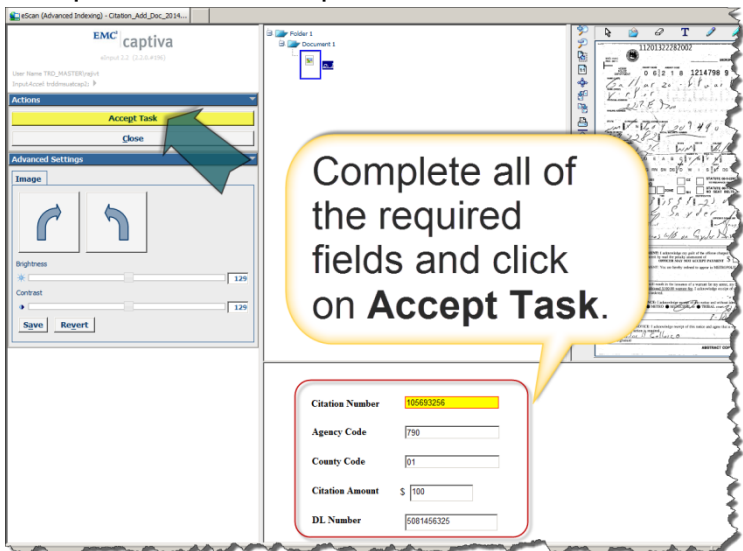
2. The URL opens.

3. Select the **Additional Citation Scan Process** from the list and click **OK**.
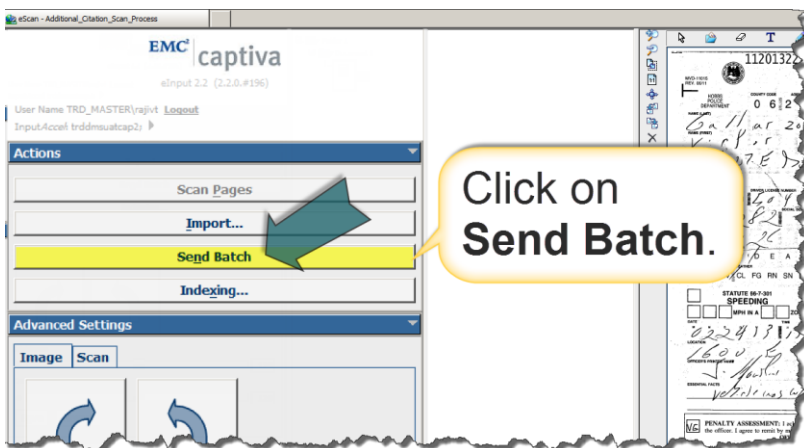

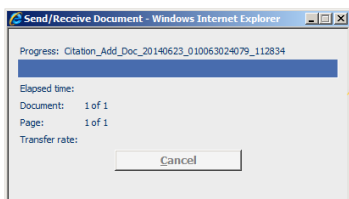4. Scan the image. When you're done, click on **Indexing**.

5. Complete all of the required fields and click on **Accept Task**.
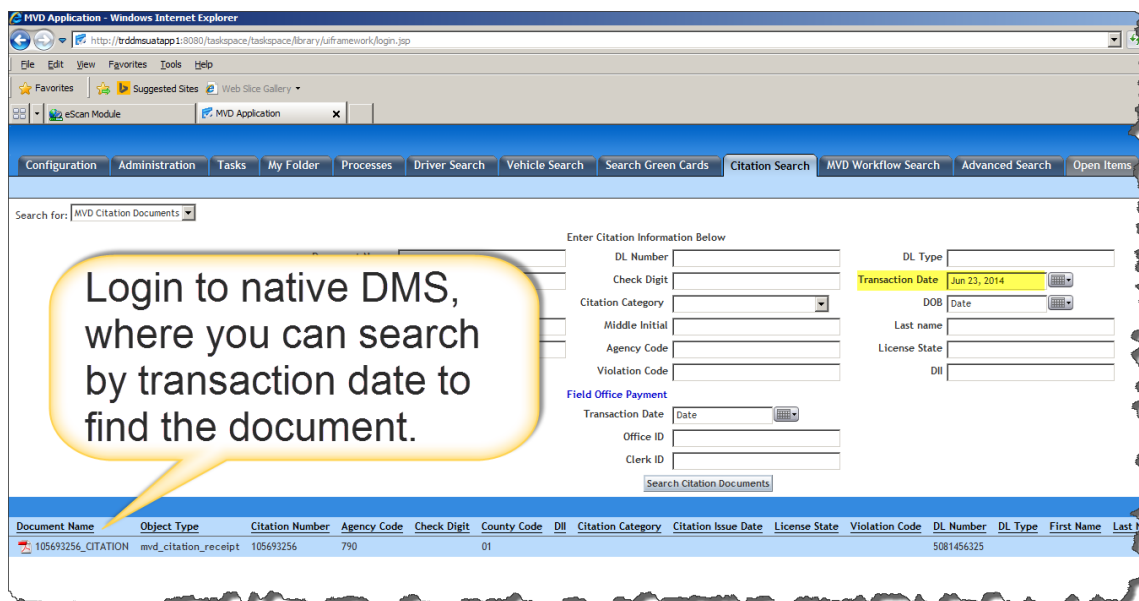
6. Click on **Send Batch**.

7. The batch is sent to DMS native with all of the images and metadata.

8. Login to native DMS:
http://trddmsprodapp:8080/taskspace?appname=mvd_ts_application.

9. You can search by transaction date to find the document.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to kimberly.hamerdinger@state.nm.us.