

## INSTRUCTIONS ON COMPLETING PDF SCREEN FILLABLE DCF CREDENTIALING FORMS

Most of the DCF credentialing application supplements and application forms can now be completed electronically. This means that you can complete forms right on your computer by simply typing information into a form's displayed field.

### **Software Required:**

Use **only the latest version of Adobe Reader** to complete screen fillable PDF forms. Macintosh and Windows versions of the free Adobe Reader are available from Adobe at <http://get.adobe.com/reader/>.

### **User Responsibility:**

#### **Avoid Completing Forms Online within your Browser.**

**Please Note:** Although you can fill in a form while it is displayed within your browser, we strongly recommend that you not do so. You will lose all entered form data if you browse to other web pages in the same browser window that you are using to display the screen fillable form. You run the risk of accidentally deleting all of your entered form data by inadvertently clicking on the "back or "forward" buttons on your browser. Clicking either of these buttons will close the form and delete of all your information.

### **Downloading and Saving Blank PDF screen fillable forms:**

- Before completing the form or application , download and **save** the document (PDF format) to a drive or location on your computer (e.g., Local Disk (C:), *My Documents* folder). If viewing the form in a built-in PDF viewer (e.g., Chrome, FireFox), **right-click** the PDF and select **Save as** or **Save Page As**. Make sure the **Save as type** is set to **Adobe Acrobat Document (\*.pdf)**.
- Alternatively, you may save the PDF form *without* opening the file in either Adobe Reader or in any built-in PDF viewer. Simply **right-click** on the hyperlink for the PDF form and then choose the **Save link as...** or **Save target as...** option.
- Note the **file name** and **location** of the saved file.
- Once you have saved the form to your computer, you are ready to complete the form. Please be advised that the fillable PDF forms will not automatically save. It is strongly recommended that you periodically save data entered into a form by using the Save button on the form, or by clicking **File Save** (or **Save As**) on the Adobe Reader menu bar.

### **Retaining Copies for your records:**

After you have completed the form, you can print to your printer (PAPER COPY) or print to PDF (SOFT COPY) to save a copy of the completed form to your computer. All signatures, where required, must be hand written on forms.

### **Submitting Forms:**

After completing and signing the forms, you can submit these via:

**MAIL:** Advanced Behavioral Health ATTN: DCF Credentialing Dept, 213 Court St., Middletown, CT 06457

**EMAIL:** [stkacs@abhct.com](mailto:stkacs@abhct.com)

**FAX:** 1.860.920.4457