

## Tips and tricks - Creating APA digital applications

### Ensure patient privacy

Patient identifying information must be removed from all pages.

- Ensure the patient's name, personal health number (PHN), address, and phone numbers cannot be identified.
- Use black marker, white-out correction tape, or stickers to hide the patient's personal information.
- Look for multiple locations throughout the documentation. For example, when printing Netcare lab printouts, the patient's name may appear in three places.
- Double-check your digital scans to ensure you cannot see the patient's personal information.

If patient information has not been redacted, [you may be committing a privacy breach and your application will be rejected](#).

### Scans must be high quality

All scans must be legible and easy to read. High quality scans should be free from<sup>1</sup>

- text that is cut off,
- crooked pages,
- dark gutters (the margins where shadows occur from curvature in the paper),
- poor contrast,
- pages that are rotated 90 or 180 degrees,
- highlighting,
- watermarks/coffee stains,
- poor contrast,
- excessive use of script or italic fonts, and
- blurriness.



If there is handwriting on the pages, please ensure that when scanned, the handwriting is still legible and easy to read.

### Use a photocopier scanner

Although there are many different types of scanners, we strongly recommend using a sheet-fed or photocopier scanner to create your scans. Other desktop scanners may work, but avoid using scanning apps on smart phones or tablets.

<sup>1</sup>Courtesy of <https://www.washington.edu/accessibility/documents/scans/>

## File creation

Only four pdf files will be accepted, including

- the application form, and
- three cases (one file for each case).

All files are to be named according to the following convention:

Registration#\_firstname\_initial\_lastname\_filetype

Examples

- 1234\_John\_M\_Smith\_applicationform
- 1234\_John\_M\_Smith\_caseA
- 1234\_John\_M\_Smith\_caseB
- 1234\_John\_M\_Smith\_caseC