

## **Instructions for adding Physician Documents to Verinform Database**

First, scan your document and save in a file on your computer.

Login to Verinform at [rm.verinform.com/lac](http://rm.verinform.com/lac)

At bottom left of screen under “Find a Physician”, type name of physician

-OR-

Select “Physicians” then “Display” on left menu

Type in the name of physician, then click “View”

Find and select the physician, then click “Next” at bottom

At bottom of screen, click on “Documents” tab

Choose document type that you want to upload (e.g. ACLS certificate, Curriculum Vitae, etc) then click “Add”

Click “Browse” and find on your computer where you stored the scanned file

Click “Save”, and you’re done!