DOWNLOADING FORMS FROM THE FORMS LIBRARY

OVERVIEW

This document will outline the steps to import Library forms directly into EchoOneApp.

OPEN FORMS MAINTENANCE

To open Forms Maintenance, Select "Configure" and "Forms".



ACCESSING FORMS LIBRARY

To access the forms library, select "Form" and "Forms Library".

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THE FORMS DOWNLOAD WINDOW

Select "All" under the "Downloaded" option to view previously downloaded forms.

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	1199 SEIU Provider App 4.0 s101612	Filename:			
	1199SEIU Provider Application Request 4.0 s093009	1199 Provider Info Change Request 4.0 r1209.pdf			
	AADC Safety Questionnaire 4.0 r010410	Filetype: 📆 PDF			
	AAHA Participating Agreement 4.0 r2004	Last Modified: 10/12/2012			
	AAUSC Medical Staff App 4.0 s092410	Size: 95.1 KB			
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	Absolute Total Care CAQH Data Form 4.0 s060112				
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	Access Dental Provider Facility App 4.0 r0511				
	Acclaim Phy Cred Info Checklist 4.0 r0314				
	ACN Group PT-OT-ST Cred App 4.0 r070106				
	ACP Consent for Release Ins Info 4.0 s111513				
	ACP Credentialing Control Form 4.0 s111513				
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	ACS Address Change Form 4.0 r041911				
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Select "All" under "Online" to view forms available in the Online Forms Library.

The Form Properties window will display details about the highlighted Form

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Use the "Filter" and "Search" boxes to limit the results and the order of available forms.

Use the "Search" box to locate specific forms by name.

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DOWNLOADING FORMS

Select the desired form(s) and click "Download Selected to download form(s) from Online Forms Library into EchoOneApp.

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Forms Maintenance		
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Forms located in the "Downloaded" folder may be moved to any other existing folder.

NEED HELP?

Echo Technical Services (888) 796-3388 opt. 3 support@symed.com 8:00 AM – 5:00 PM Central