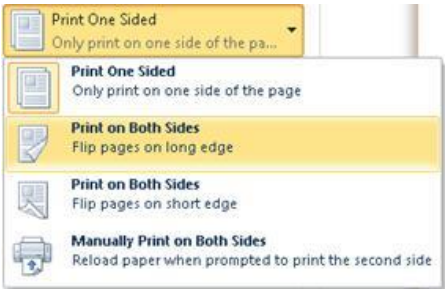


The Individual Plan of Care Form **MUST** have the signatures on the reverse side of the form.

Printing Instructions/Helpful Tips:

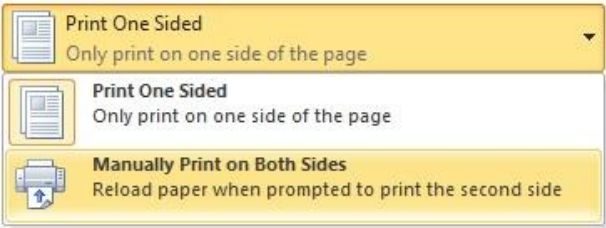
To find out whether your printer supports duplex printing, you can do the following:

- Click the File tab.
- Click Print.
- Under Settings, click Print One Sided. If Print on Both Sides is available, your printer is set up for duplex printing.



If your printer does not support automatic duplex printing, you can print all of the pages that appear on one side of the paper and then, after you are prompted, turn the stack over and feed the pages into the printer again.

- Click the File tab.
- Click Print.
- Under Settings, click Print One Sided, and then click Manually Print on Both Sides.



- When you print, you will be prompted to turn over the stack to feed the pages into the printer again.
 - When you print with the manual duplex option, you might want to run a test to determine the correct way to reload the pages for the printer you are using.

If you have any questions or are unable to print a double sided document; please contact our office and we will have a copy on hand for you to fill out at orientation.