



Peace Corps

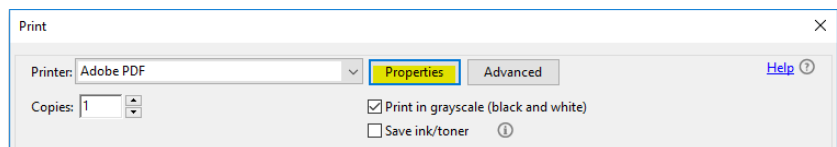
Tips for Uploading Documents to the Medical Portal

It is important that you provide the Peace Corps nurses with quality documents so they can review your medical records with ease. Submitting poor quality documents will delay your medical clearance.

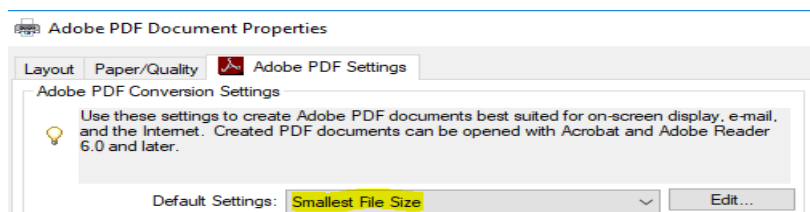
- ✓ We highly recommend that you convert documents into a Portable Document Format (PDF) before uploading. You can:
 - Follow [these instructions](#) to save Microsoft Office files as a PDF.
 - Use an app on your phone or tablet to convert hard copy documents into a PDF.
 - Use a scanner to convert hard copies of documents into PDFs.
- ✓ Make sure your attachments are legible, right side up, and in the correct order.
- ✓ You can only click submit one time per task. To upload multiple documents, you must:
 - Combine and save them as one file and then upload.
 - Combine all files into one folder, then convert it into a Zip Folder
- ✓ The system rejects files that have punctuation marks in the title. Please remove any periods, commas, dashes, etc. from your file name and try again.
- ✓ Watch the file size – 10 MB is the limit per file.

Reducing file size

- ✓ If your file is more than 10 MB, you will need to reduce the file size.
 - Follow these instructions if you are submitting your dental x-rays
 - Cut and paste your images into a Word document. Please only put one image per page.
 - Make the page margins small and expand the image as large as you can. (Please note that if you can't read the image on the screen after expanding it, you need to retake that image)
 - Try saving it as a PDF or use a zipped file option to bundle all of the files/images for the task into one .zip file.
 - Follow these instructions if you are submitting other documents
 - If you are using a computer that has Adobe, select *Print*. When the window opens, select *Properties*.



- When the window opens, change the *Default Settings* to *Smallest File Size*. Click *Ok* and *Print*.



- If you do not have Adobe, then use an online file converter or app to reduce file size.

Scanner tips

- ✓ 200 dpi is the minimal rate for a printable image. 300 dpi is the preference. Unless there is a detailed drawing, there is no need to go higher.
- ✓ Set the scan size to letter (8 ½ x 11).
- ✓ Black and white scanning is fine – unless there is a detailed image, then grayscale would be appropriate. Color is not necessary.
- ✓ The average file size is 50KB per page of black and white scanned at 300 dpi with 100 pages equaling about 5 MB.

If you continue to have problems uploading documents

- ✓ You can fax your documents to the Office of Medical Services at 202-692-1561. When faxing, please submit each task cover sheet, appropriately labeled, with the relevant documentation directly behind it. If you are faxing double sided documents, make sure that each side is scanned and faxed.
- ✓ You can mail us hard copies:

Peace Corps Pre-Service Office
Office of Medical Services
1275 First Street NE, Washington, DC 20526

- ✓ Please be aware that our incoming mail can be significantly delayed because it must first go through a federally-mandated screening process, which can take 3-4 weeks. We highly recommend using expedited mail to reduce the processing time.
- ✓ If you are given X-rays on films or photo paper, they must be labeled with your name, birth date, and the date the X-rays were taken. You must place a blank piece of paper between each x-ray in order to prevent damage. Please use expedited delivery for X-rays. **(DO NOT FAX XRAYS)**

For further assistance, contact pre-serviceunit@peacecorps.gov or call 202-692-1504.