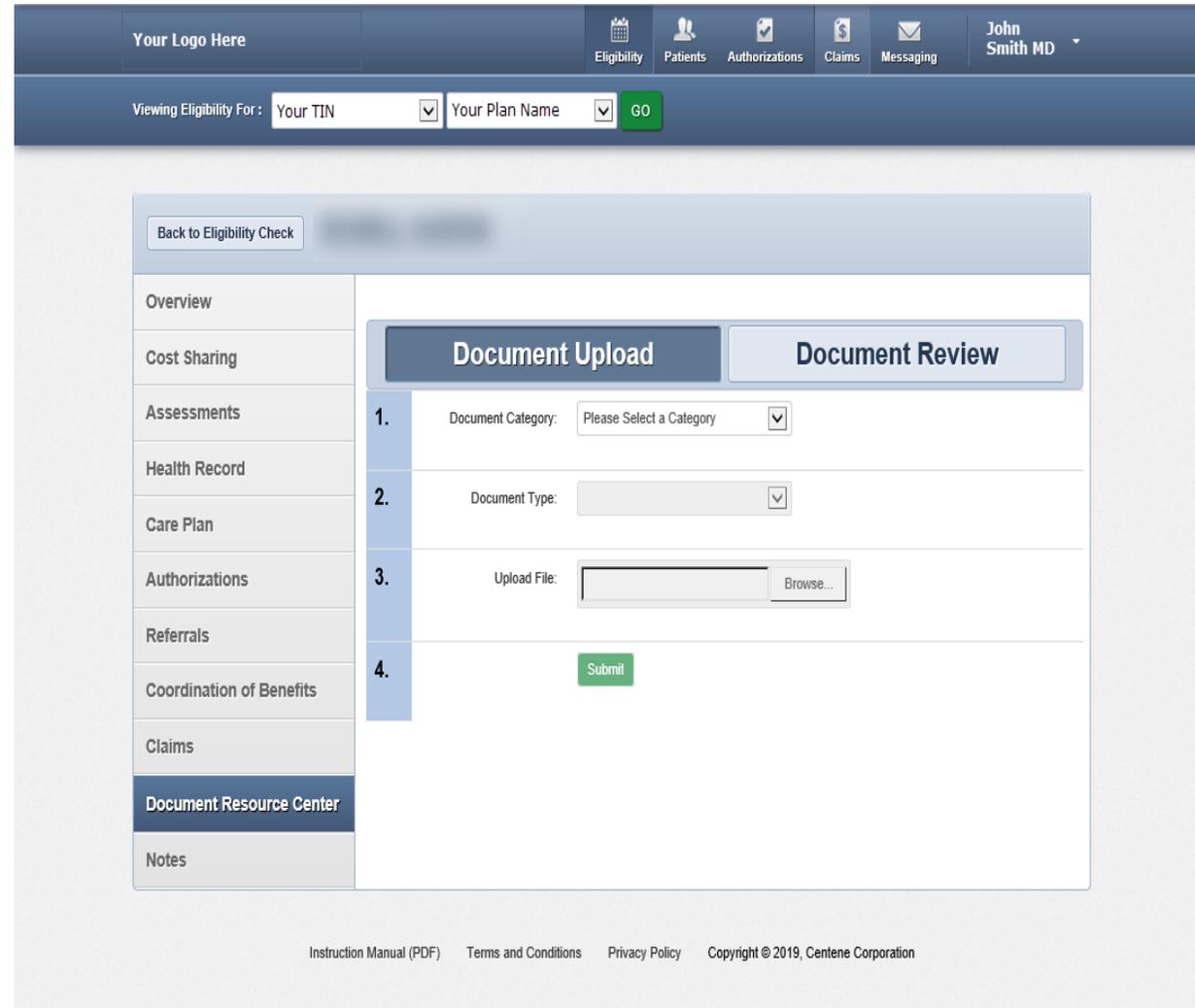


# Provider Portal

## Uploading Documents

# Uploading Documents

The Document Resource Center enables providers to upload documents to a member's chart and then view those documents at a later date

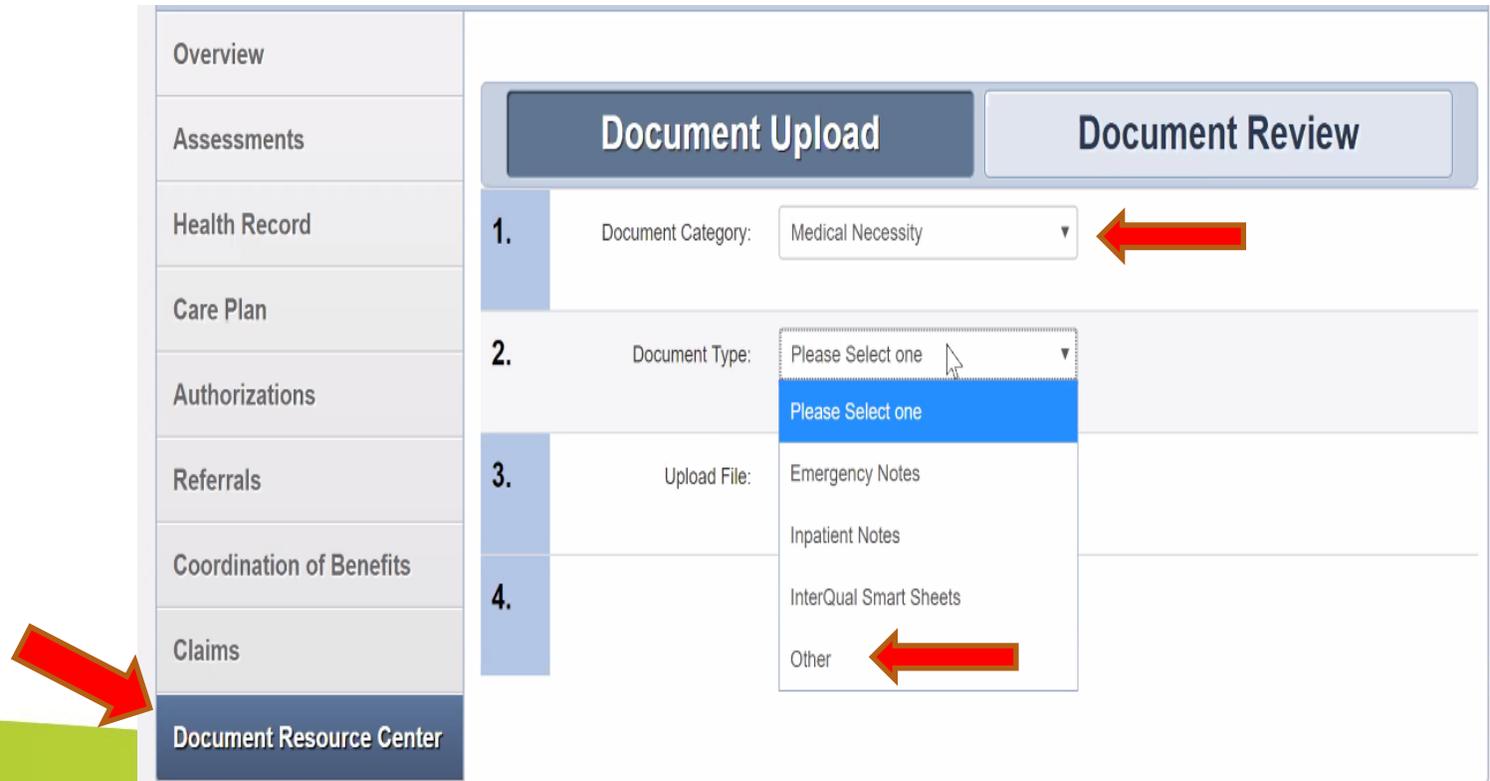


The screenshot shows a web application interface for document upload. At the top, there is a navigation bar with a logo placeholder 'Your Logo Here', a user profile 'John Smith MD', and menu items: Eligibility, Patients, Authorizations, Claims, and Messaging. Below the navigation bar, there are filters for 'Viewing Eligibility For:' with dropdowns for 'Your TIN' and 'Your Plan Name', and a 'GO' button. The main content area features a sidebar on the left with a 'Back to Eligibility Check' button and a list of menu items: Overview, Cost Sharing, Assessments, Health Record, Care Plan, Authorizations, Referrals, Coordination of Benefits, Claims, Document Resource Center (highlighted), and Notes. The main content area has two tabs: 'Document Upload' (active) and 'Document Review'. The 'Document Upload' tab contains a 4-step process: 1. Document Category: Please Select a Category (dropdown); 2. Document Type: (dropdown); 3. Upload File: (text input with 'Browse...' button); 4. (Submit button).

Documents can be uploaded into the portal by clicking on the Document Resource Center tab

Health Home and Consumer-Directed Attendant Care (CDAC) providers will select the following drop down categories

- **Medical Necessity**
- **Other**



Overview	
Assessments	
Health Record	
Care Plan	
Authorizations	
Referrals	
Coordination of Benefits	
Claims	
<b>Document Resource Center</b>	

**Document Upload** | **Document Review**

1. Document Category:  ←

2. Document Type:  (dropdown menu open)

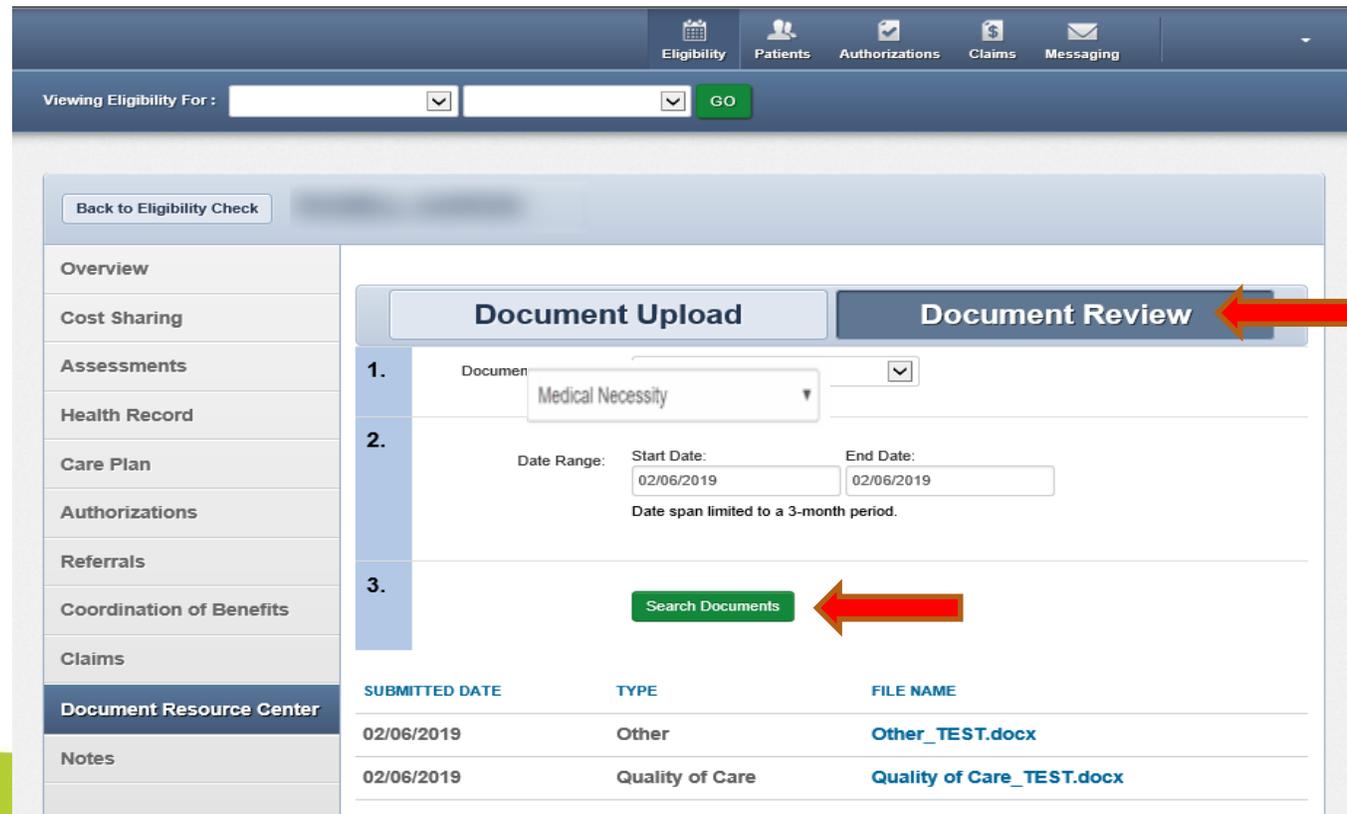
3. Upload File:

4.  ←

To view an uploaded document

- Click on Document Review
- Enter a date range
- Click on Search Documents

The documents will display and then click on the document file name to open the document



The screenshot shows the Document Resource Center interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, and Messaging. Below this is a search bar for "Viewing Eligibility For" with a dropdown menu and a "GO" button. The main content area has a sidebar on the left with a "Back to Eligibility Check" button and a list of menu items: Overview, Cost Sharing, Assessments, Health Record, Care Plan, Authorizations, Referrals, Coordination of Benefits, Claims, Document Resource Center (highlighted), and Notes. The main content area has two tabs: "Document Upload" and "Document Review" (highlighted with a red arrow). Under the "Document Review" tab, there are three numbered steps: 1. Document type selection (currently "Medical Necessity"), 2. Date Range selection (Start Date: 02/06/2019, End Date: 02/06/2019, with a note "Date span limited to a 3-month period."), and 3. A "Search Documents" button (highlighted with a red arrow). Below the steps is a table of documents:

SUBMITTED DATE	TYPE	FILE NAME
02/06/2019	Other	Other_TEST.docx
02/06/2019	Quality of Care	Quality of Care_TEST.docx