

Summary

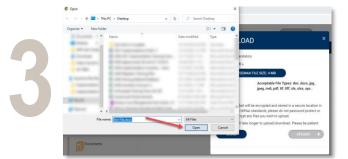
Occasionally, you will need to add additional supporting documentation to a request that was previously submitted. The below instructions will identify the steps to upload additional documents to a submitted request.

Open Request

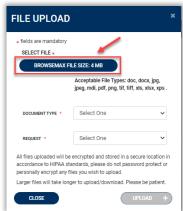
Within the submitted request, expand attachments, expand Documents, and then select **CLICK HERE TO UPLOAD FILE**



Find File
A pop up will display, click **BROWSE** to search for the supporting documentation



Open FileSelect the file,
and click **OPEN**



Acceptable File Types: doc, docx, jpg, jpeg, mdi, pdf, png, tif, tiff, xls, xlsx, xps

Medical Record

accordance to HIPAA standards, please do not password protect or

personally encrypt any files you wish to upload.

* fields are mandatory

SELECT FILE *

DOCUMENT TYPE

Select Document Type and Request, then click UPLOAD. Repeat Steps 1-4 until all documents are uploaded.

View Documents

All uploaded documents will be visible in the

Documents section for review.

						-
6	Attachments				^	
[Documents				^	
0	DOCUMENTS Document has been uploaded successfully			CLICK HE	RE TO UPLOAD FILE	Đ
	FILE NAME	○ DOCUMENT TYPE	DEACTIVATE			
	Test File.docx					
	Displaying records 1 to 1 of 1 records			Previous 1	Next Show 10 V	ntries