

Uploading Documents

Uploading documents is performed on the 8.0 Upload Documents screen.

Uploading Required Documents

1. Required documents by Provider Type will be pre-populated in the grid and are indicated in the Required column with a "Y". Please note that there may be multiple pages of required documents.
2. Documents must be uploaded individually in their designated section of the Grid. To upload, select the "Edit" icon in the Action column.

Document Upload

- All required documents must be uploaded to submit application
- Required documents are listed in grid with 'Required = Y', select 'Edit' on each row to upload required item
- User may select "Add" to upload any additional documents to grid
- Click "Add" to upload a document, "Delete" to remove uploaded document
- After clicking "Add", click "Browse" and use "Insert File" popup to locate each file you wish to upload and then press "Insert"
- Fill out the required fields and then Click "Add to Grid" when ou are ready to upload each file
- Please Note: JPG, JPEG, TXT, RTF, CSV, DOC, DOCX, XLS, XLSX, TIF, TIFF and PDF file formats are accepted for supporting documents uploads and the file size is limited to 5 MB

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			  
Physician License	Physician License - 18709383	Y			  

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Exit Back Save & Next

Edit Icon

Uploading Documents

3. After clicking "Edit", the area to upload the document will appear below the grid.
4. Click on the "Browse" button in the Upload File area to select and upload file from computer.
5. User can enter a different file name than the one that auto-populates and click "Add to Grid".

Discard

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			
Physician License	Physician License - 18709383	Y			

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* Document Type
Social Security Card

* Upload File
 Browse

* Document Name
Social Security Card

Uploaded User
Uploaded Date
07/28/2023

Add To Grid

Exit Back Save & Next

Uploading Documents

- After uploading all necessary documentation, navigate to the next screen by clicking "Save & Next".

Applications cannot be submitted until all required documentation has been uploaded.

The screenshot shows a web interface for document management. At the top right, there is an orange "Add" button. Below it is a table with the following data:

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y		07/28/2023	 
Physician License	Physician License - 18709383	Y		07/28/2023	 
CLIA Certification	CLIA Certification	N		07/28/2023	 

Below the table are navigation buttons: "First", "Previous", "Next", "Last", and "(Page 1 of 1)". To the right is a "Page: 1" dropdown menu. At the bottom, there are three buttons: "Exit", "Back", and "Save & Next". The "Save & Next" button is highlighted with a yellow border.

Uploading Additional Documents

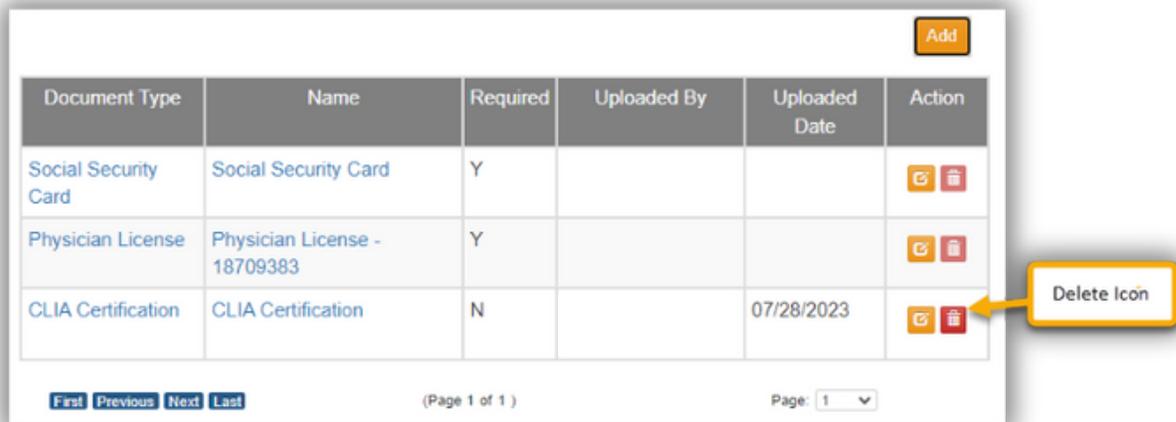
- To upload additional documents that are not listed in the required documents section, select the "Add" icon located on the top right side of the grid and follow the steps outlined above for "Uploading Required Documents".

This screenshot is similar to the previous one but includes a callout box. An orange arrow points from a yellow-bordered box containing the text "Click to Add Additional Documents" to the orange "Add" button in the top right corner of the table area.

Uploading Documents

Deleting Additional Documents

1. To delete an additional document that has been uploaded, Click on the "Delete" icon located on the far right side of the grid. Please note, only additional document records can be deleted during a New Enrollment application.



Document Type	Name	Required	Uploaded By	Uploaded Date	Action
Social Security Card	Social Security Card	Y			 
Physician License	Physician License - 18709383	Y			 
CLIA Certification	CLIA Certification	N		07/28/2023	 

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Delete Icon

2. A Confirm Delete box will appear. Select 'Yes' to confirm the delete.

Confirm Delete

Are you sure you want to delete the document: Clinical Laboratory Improvement Amendments - CLIA Certification?

No Yes

To update a document once a Medicaid ID has been granted, users will need to perform Maintenance to add the new record.