

Provider Portal

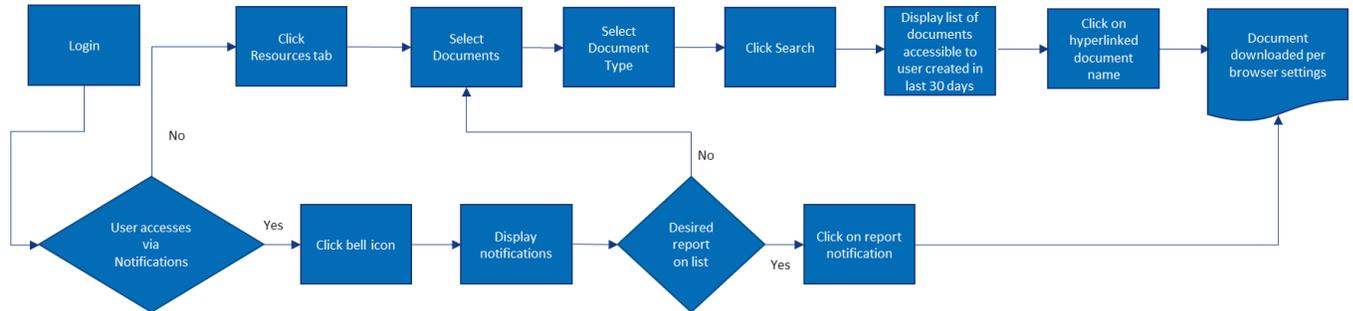
Documents

Search and View

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the Provider Portal – Documents.



Let us look at the steps for the documents portion within the Provider Portal.

Purpose: Search and view the available documents



Step 1:

1. From the **ConnectiCare Home** page, click the **Resources** drop-down.
2. Select **Documents**.

Updates and Reminders

Take Action



Step 2:

The **Documents** page will display.

1. Click the **Document Type** drop-down and select the type of document or report.
2. Click **Search**.

Documents

Click on the document name to download your report

Document Type *
Claims Bulk Export Report

Reset Search Search



Below are the options available in the **Document Type** drop-down.

Documents

Click on the document name to download your report

Document Type *

Claims Bulk Export Report

- All Reports
- Claims Bulk Export Report**
- Concurrent Review Status Report
- Home Health Status Report
- Member Bulk Eligibility
- PCP Member Panel Report
- Preauthorizations Bulk Export Report
- Referrals Bulk Export Report



Step 3:

1. Click **Reset Search** to select another document.

Documents

Click on the document name to download your report

Document Type *
Claims Bulk Export Report

▼



Step 4:

1. Click any Document from search results to view and download.
Note: If no documents appear, you will receive an error message. You must export your document before you can view it. (Documents are only available for 30 days, then will need to be re-downloaded via the Export to Excel option)

Documents

Click on the document name to download your report.

Search By *
Claims Bulk Export Report

▼

Filter By ⓘ

Name	Created Date	Expiry Date
Claims_Lucy_Livingston_02192021_102626.csv	02/19/2021	03/21/2021
Claims_Lucy_Livingston_02012021_111523.csv	02/01/2021	03/01/2021

Total Records: 2 < Showing 1 - 2 >

Thank
You