



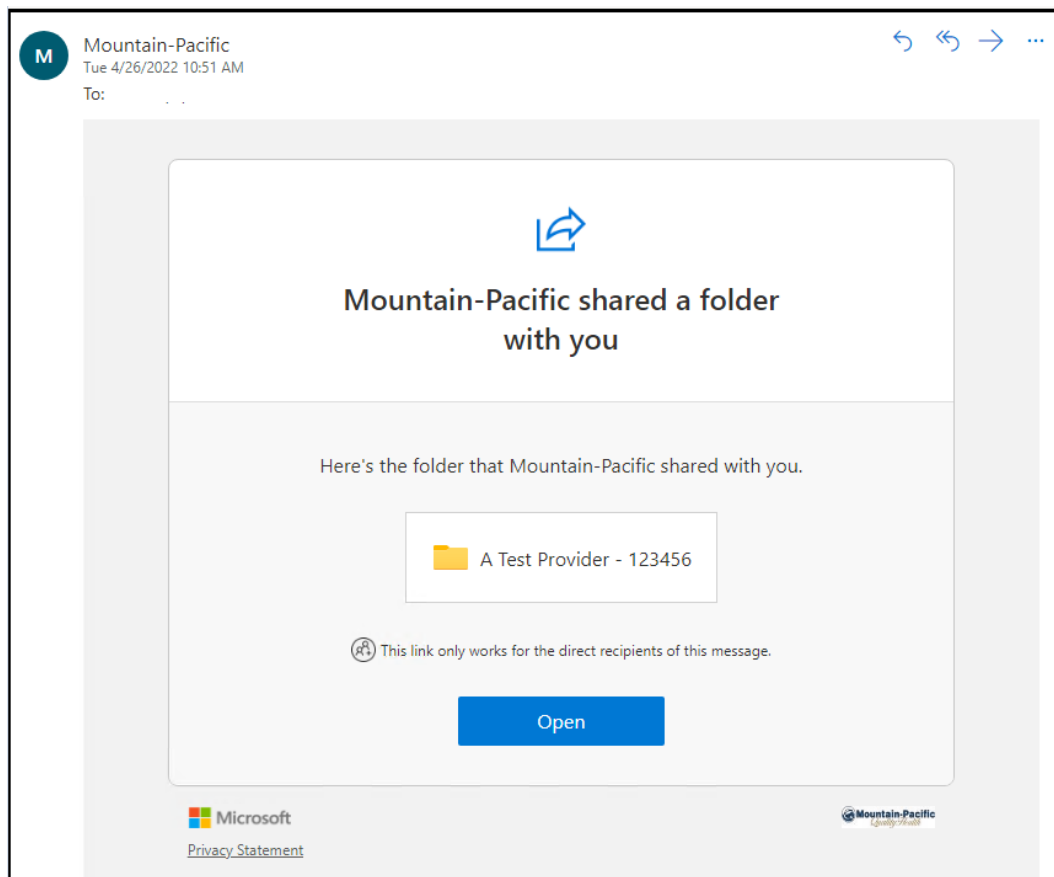
Purpose:

This document provides instructions with the process to upload files of requested records to Mountain-Pacific Quality Health.

How To:

You will receive an email from Mountain-Pacific informing you a folder has been shared with you. If you're not seeing this email in your Inbox, look in your spam, junk, or other email folders.

Click 'Open'





A browser will open and require you to get a verification code. Click 'Send Code'


A screenshot of a Microsoft verification dialog box. At the top is the Microsoft logo. Below it is a white box with a light gray border. The title 'Request Verification Code' is centered at the top of this box. The main text says 'You've received a secure link to:' followed by a yellow folder icon and 'A Test Provider - 123456'. Below that, it says 'To verify your identity, we'll send a code to you at test3mpqh@outlook.com.' A large blue button with the text 'Send Code' is centered below the text. At the bottom of the white box, there is a small disclaimer: 'By clicking Send Code you allow Mountain-Pacific Quality Health to use your email address in accordance with their privacy statement. Mountain-Pacific Quality Health has not provided links to their terms for you to review.' At the very bottom of the gray background, there is a footer: '© 2017 Microsoft Privacy & Cookies'.

Check for an email from 'Microsoft Notifications ' or 'SharePoint Online' and get the Account Verification Code, go back to the browser, and enter the code and click 'Verify'.




Enter Verification Code

You've received a secure link to:

 A Test Provider - 123456

To open this link, enter the code we just emailed to **test3mpqh@outlook.com**. [Send again](#)



Verify

☐ Keep me signed in

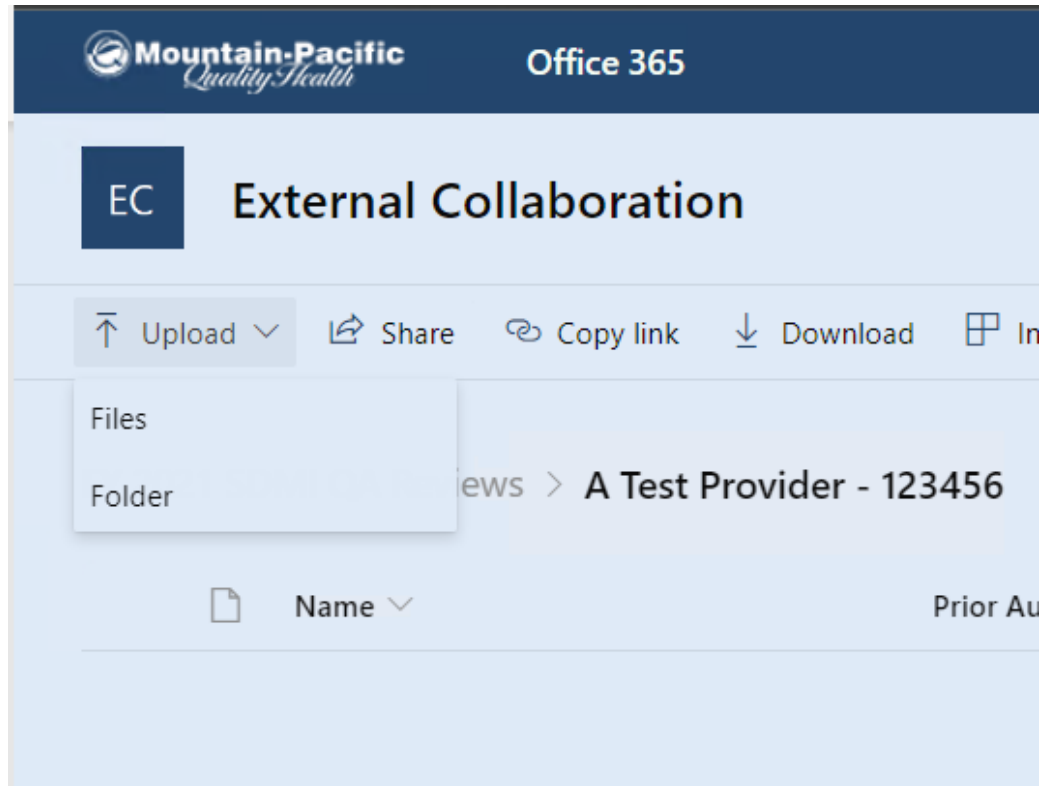
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A browser window will open to your folder, and you are ready to upload files. The name of the file your uploading must be identical to the name provided to you in the SDMI record request email you received. You can copy the file name directly from the email, rename your file and upload. The file name must be formatted as **MedicaidID-PANum-HCPCS-Patient Name** with the dashes.

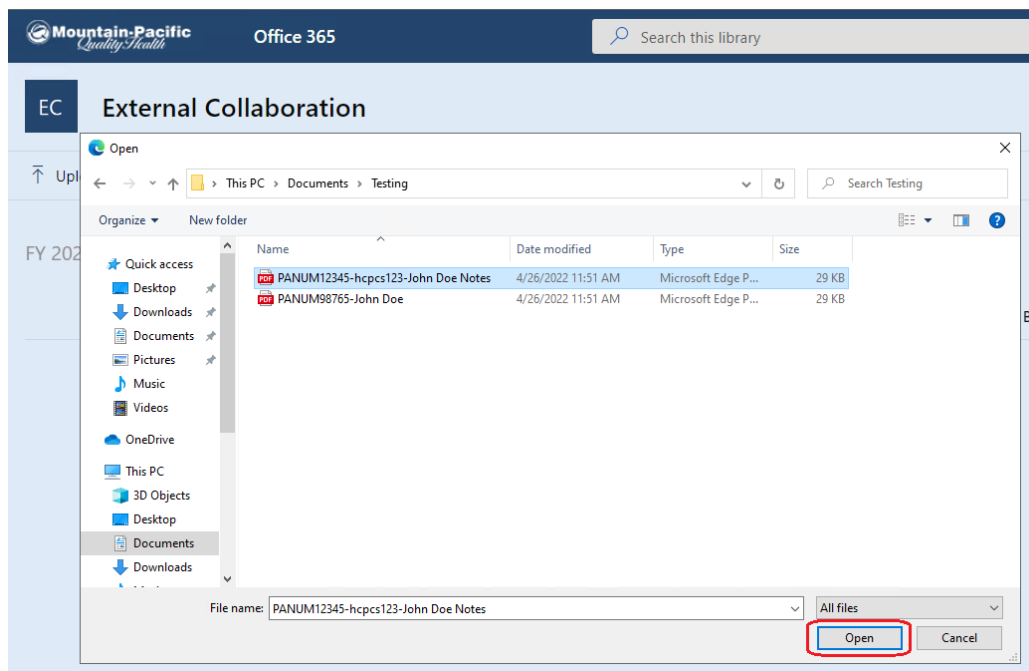
Examples: 9876543210-0123456789-X4545-Tester, Patience.pdf
9876543210-0123456789-X4545-Tester, Patience.xls
9876543210-0123456789-X4545-Tester, Patience.doc



To upload a file, click on 'Upload' and select 'Files'



Navigate to the folder containing the file, select file and click 'Open'

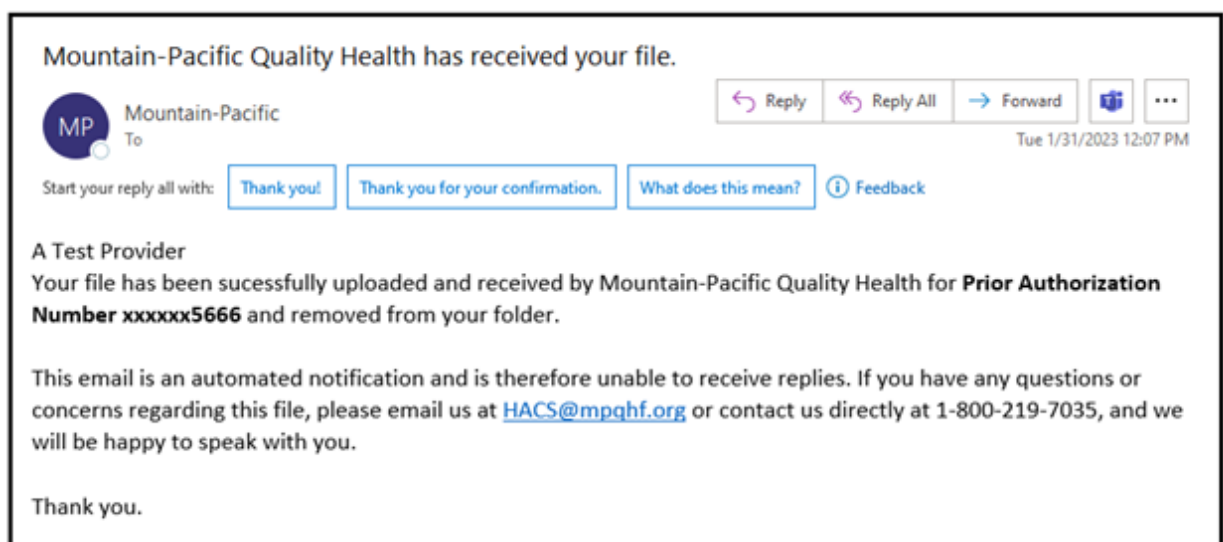




You will see the file appear in the SharePoint folder.





Once your file has been uploaded, an automatic process will verify the file name is in the correct format. If the name is correct, the file will be removed from the SharePoint folder, and you will receive an email notification that Mountain-Pacific has your file was uploaded successfully:





If the file name is not in the correct format, the system will remove the file from your folder, and you will receive an email notifying you of the file name issue and you will have to upload the file again with the correct file name format.


Mountain-Pacific File Upload FAILED


Mountain-Pacific
To 

Reply

Reply All

Forward





Tue 1/31/2023 12:20 PM

The file named '**123456789 55777sss75666 hcpcs456 ROBIN HOOD SDMI review.xlsx**' that you uploaded to the Mountain-Pacific site was not named correctly and has not been successfully submitted. Please follow the file name instructions below to ensure successful submission.

The file name must be identical to the name provided to you in the SDMI record request that was emailed to you. You can copy the file name directly from the email, rename your file with the copied name and re-upload the file.

The file name must formatted as **MedicaidID-PANum-HCPCS-Patient Name** with the dashes.

Examples: 9876543210-0123456789-X4545-Tester, Patience.pdf
9876543210-0123456789-X4545-Tester, Patience.xls
9876543210-0123456789-X4545-Tester, Patience.doc

Please rename the file to the correct format and upload again.

This email is an automated notification and is therefore unable to receive replies. If you still have difficulty formatting your file, email us at HACS@mpqhf.org or contact us at 1-800-219-7035 and we will be happy to help you.

Thank you

We hope this is a streamlined process for you to complete the record request. If you encounter difficulties with these steps, please contact the Mountain-Pacific call center at 1-800-219-7035. You will be notified if more information is needed. We anticipate reviews being completed by June 30, 2023.