

# Attach Records for SURS Member Studies

## Description

Providers may submit records requested by Alliant/Georgia Medical Care Foundation for member studies using the **Requested SURS Records** option on the web portal *Provider Workspace*. In order to ensure accuracy of submissions, Providers are required to enter the Member’s Medicaid ID that is associated with the requested records before attaching the records.

## Guidelines:

- **Individual records/files up to 20 MB may be attached.** If a record is fairly large, it may need to be attached in two parts.
- The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, EXCEL, JPG, JPEG, and JPE.
- Do not include the following symbols in the file name: / \ # < > ‘ “
- Do not include periods in the file name, except before the file type (as in .pdf).
- Multiple files may be attached but each file must be attached separately.
- If more than one file is attached for the same member, the file names must be different.

## Instructions

1. Log into the web portal at [www.mmis.georgia.gov](http://www.mmis.georgia.gov)
2. On the *Secure Home* page, click **Prior Authorization** then select **Provider Workspace**.
3. On the workspace, go to the **Upload Documents and Submissions of Non-PA Files** section and the **Requested SURS Records** option, as shown in Figure 1.

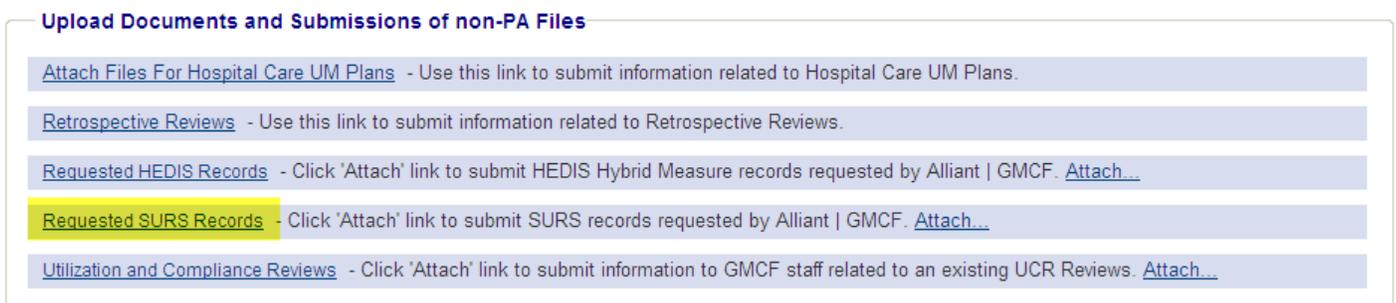


Figure 1

4. Click **Attach** at the end of the instructions.

**Upload Documents and Submissions of non-PA Files**

- [Attach Files For Hospital Care UM Plans](#) - Use this link to submit information related to Hospital Care UM Plans.
- [Retrospective Reviews](#) - Use this link to submit information related to Retrospective Reviews.
- [Requested HEDIS Records](#) - Click 'Attach' link to submit HEDIS Hybrid Measure records requested by Alliant | GMCF. [Attach...](#)
- [Requested SURS Records](#) - Click 'Attach' link to submit SURS records requested by Alliant | GMCF. [Attach...](#)
- [Utilization and Compliance Reviews](#) - Click 'Attach' link to submit information to GMCF staff related to an existing UCR Reviews. [Attach...](#)

Figure 2

5. A window opens with a box for the Member ID.

**Upload Documents and Submissions of non-PA Files**

- [Attach Files For Hospital Care UM Plans](#) - Use this link to submit information related to Hospital Care UM Plans.
- [Retrospective Reviews](#) - Use this link to submit information related to Retrospective Reviews.
- [Requested HEDIS Records](#) - Click 'Attach' link to submit HEDIS Hybrid Measure records requested by Alliant | GMCF. [Attach...](#)
- [Requested SURS Records](#) - Click 'Attach' link to submit SURS records requested by Alliant | GMCF. [Attach...](#)

Please enter the Member ID associated with your record and submit for validation purposes. If the member ID matches the Member ID associated with a SURS study, you will see the "Create an Attachment" section below it, and click the "Attach File" button below. You will be able to submit multiple records for a single ID, provided that the attachment name is different.

If you want to submit records for multiple members, simply add each Member ID separately, and click the Submit button.

Member ID :  [Find](#)

Figure 3

6. Enter the Member ID and then click **Find**. If the Member ID entered matches the Member ID associated with a member study, the attachment functionality becomes available as shown in Figure 4, highlighted in yellow

- [Requested SURS Records](#) - Click 'Attach' link to submit SURS records requested by Alliant | GMCF. [Attach...](#)

Please enter the Member ID associated with your record and submit for validation purposes. If the member ID matches the Member ID associated with a SURS study, you will see the "Create an Attachment" section below it, and click the "Attach File" button below. You will be able to submit multiple records for a single ID, provided that the attachment name is different.

If you want to submit records for multiple members, simply add each Member ID separately, and click the Submit button.

Member ID :  [Find](#) TEST MEMBER

Select File :  [Browse...](#) [Attach File](#)

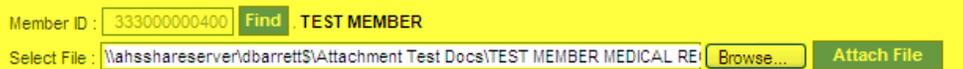
Figure 4

7. Click **Browse** to find the file saved to your file directory.
8. Select and open the file. The file name will appear in the 'Select File' box.

[Requested SURS Records](#) - Click 'Attach' link to submit SURS records requested by Alliant | GMCF. [Attach...](#)

Please enter the Member ID associated with your record and submit for validation purposes. If the member ID matches the Member ID associated with a SURS study, you will see the "Create an Attachment" section below it, and click the "Attach File" button below. You will be able to submit multiple records for a single ID, provided that the attachment name is different.

If you want to submit records for multiple members, simply add each Member ID separately, and click the Submit button.



Member ID : 333000000400 Find TEST MEMBER

Select File : \\ahsshareserver\l\barrett\Attachment Test Docs\TEST MEMBER MEDICAL RE Browse... Attach File

Figure 5

9. Click **Attach File**. A message in red displays which indicates that the file was loaded successfully.
10. To attach another file for the same member, click **Browse** again and attach another document.
11. To attach a record for a different member, enter a new Member ID and repeat the process as previously described.