

Attach Utilization Review Plans

Description

Hospital Providers may submit Utilization Review Plans required for UR Plan review via the web portal *Medical Review Portal* using the [Attach Files for Hospital UM Plans](#) link.

Guidelines:

- Files up to 20 MB may be attached.
- 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 to the same case, the file names must be different.

Instructions

1. Log into the web portal at www.mmis.georgia.gov
2. On the *Secure Home* page, click [Prior Authorization](#) then select [Medical Review Portal](#).
3. On the workspace, click the [Attach Files for Hospital UM Plans](#) link under **Upload Documents and Submissions of Non-PA Files**, as shown in Figure 1.

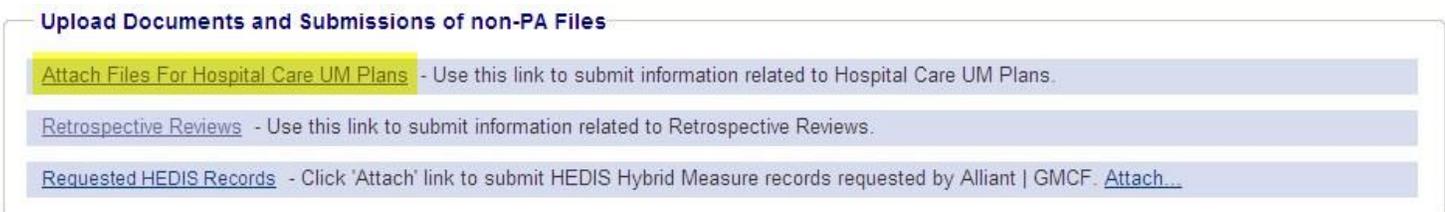


Figure 1

GA Medical Care Foundation

4. The attachment page opens which displays your provider information at the top of the page and **Create an Attachment**.

The screenshot shows a web form titled "Hospital Care UM Plan". At the top, a grey banner contains the text "Your provider info will display in this section." with two black arrows pointing to the "Submitting Provider Information" section. This section includes a table of fields: Provider ID, Address 1, Zip, Provider Name, Address 2, County, Phone, City, Date of UM Plan Submission, Fax, and State (set to GA). Below this is a "Provider Notes / Special instructions" text area. At the bottom is a "Create an Attachment" section with a text box and a "Browse..." button. A blue "Attach and Submit" button is located below the attachment section.

Figure 2

5. If desired, you may enter notes regarding the file or files that you are attaching in the 'Provider Notes/Special instructions' box.
6. Under create an attachment, click **Browse**. Find the file in your file directory.
7. Select and open the file, and the file name appears in the attachment box.

This is a close-up of the "Create an Attachment" section. It shows the instruction: "If you want to attach a document to this Request, click on 'Browse...', select a document and then, click on 'Attach File'". Below this is a text box containing the file path: "\\ahsshareserver\ldbarrett\$\Attachment Test Docs\UR Plan Luma1New.docx". To the right of the text box is a "Browse..." button. Below the text box is a blue "Attach and Submit" button.

Figure 3

8. Click **Attach and Submit**. If the attachment is successful a message displays in red font.
9. Click **Browse** again to attach another file.

