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.
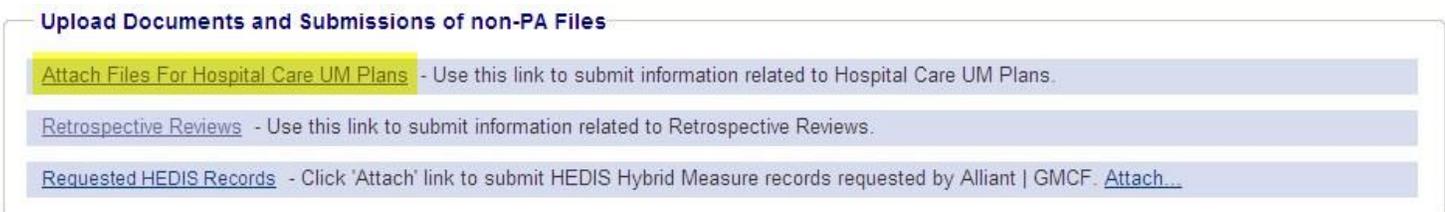

Figure 1

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

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.

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.