Attach Records for SURS Member Studies

Purpose

Providers may submit medical records requested by Alliant Health Solutions for SURS member studies using the **Requested SURS Records** option on the Georgia Web Portal/*Medical Review Portal*. 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.

Upload Documents and Submissions of non-PA Files

Requested SURS Records - Use this link to submit SURS records requested by Alliant Health Solutions.

Based on our records, you currently do not have an Open UCR review that matches the Provider ID associated with your web portal session. Please check and verify that you do not need to change the Provider ID associated with your current portal session.

<u>**Attachment Guidelines**</u>:

- **Individual records/files up to 20 MB may be attached**. If a record is fairly large, it may need to be attached in two or more parts.
- The following file types may be attached: TXT, DOC, DOCX, PDF, TIF, TIFF, 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.
- In order to attach a document, the document must be saved to one of the provider's system drives.

Instructions

1. Log into the web portal at www.mmis.georgia.gov

2. Under **User Information** tab click the **Login** button. Enter your provider ID & password; and continue to #3. *(If this is your first time you will need to register)* *see highlight below.*
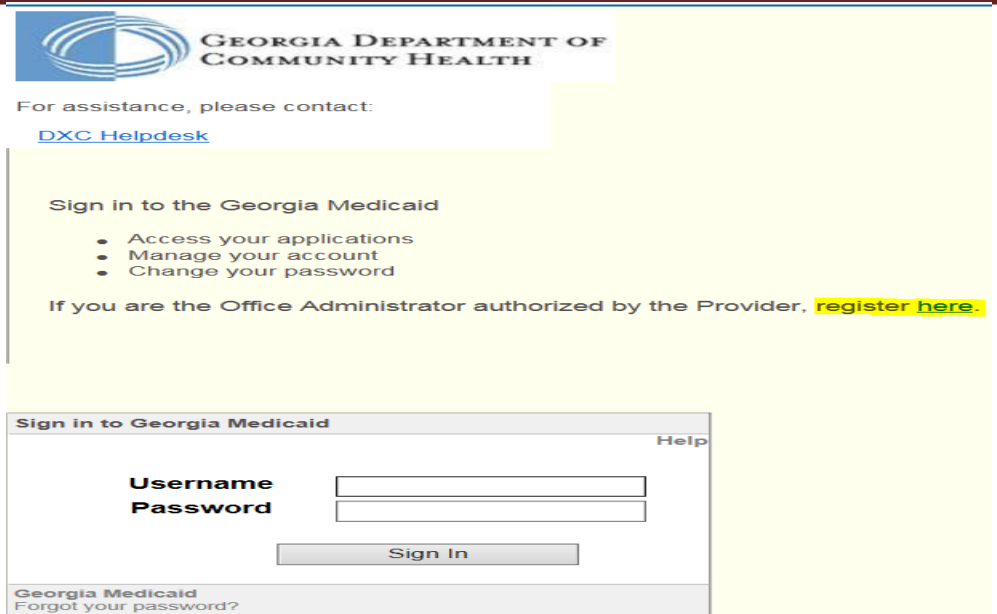
3. On the *Secure Home* page, click **Prior Authorization** then select **Medical Review Portal**.

4. 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.
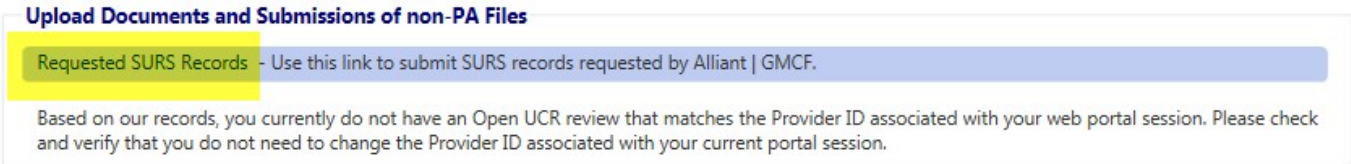

Figure 1

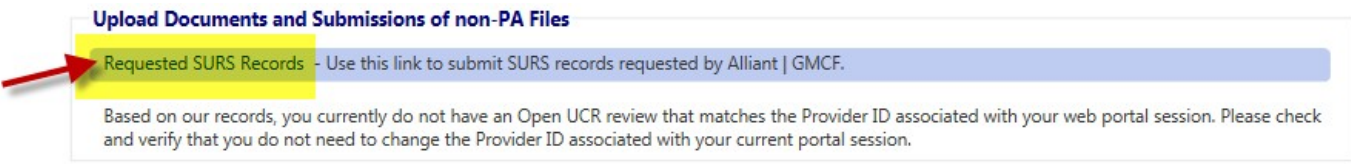5. Click on **Requested SURS Records.** See Figure 2.

Figure 2

6. A window opens with a box for the Member ID. See Figure 3.

Figure 3

7. 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.

Figure 4

8. Click **Browse** to find the file saved to your file directory.

1. Select and open the file. The file name will appear in the 'Select File' box. See Figure 5.

Figure 5

2. Click **Attach File**. A message in red displays which indicates that the file was loaded successfully. Figure 6, highlighted in yellow.

Figure 6

3. To attach another file for the same member, click **Browse** again and attach another document.

4. To attach a record for a different member, enter a new Member ID and repeat the process as previously described.