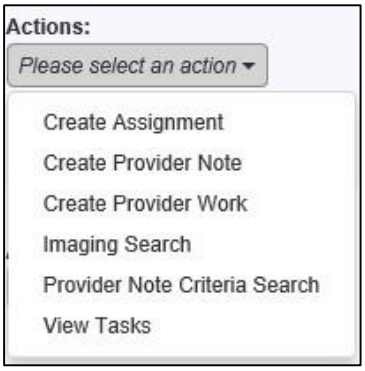
Provider Imaging

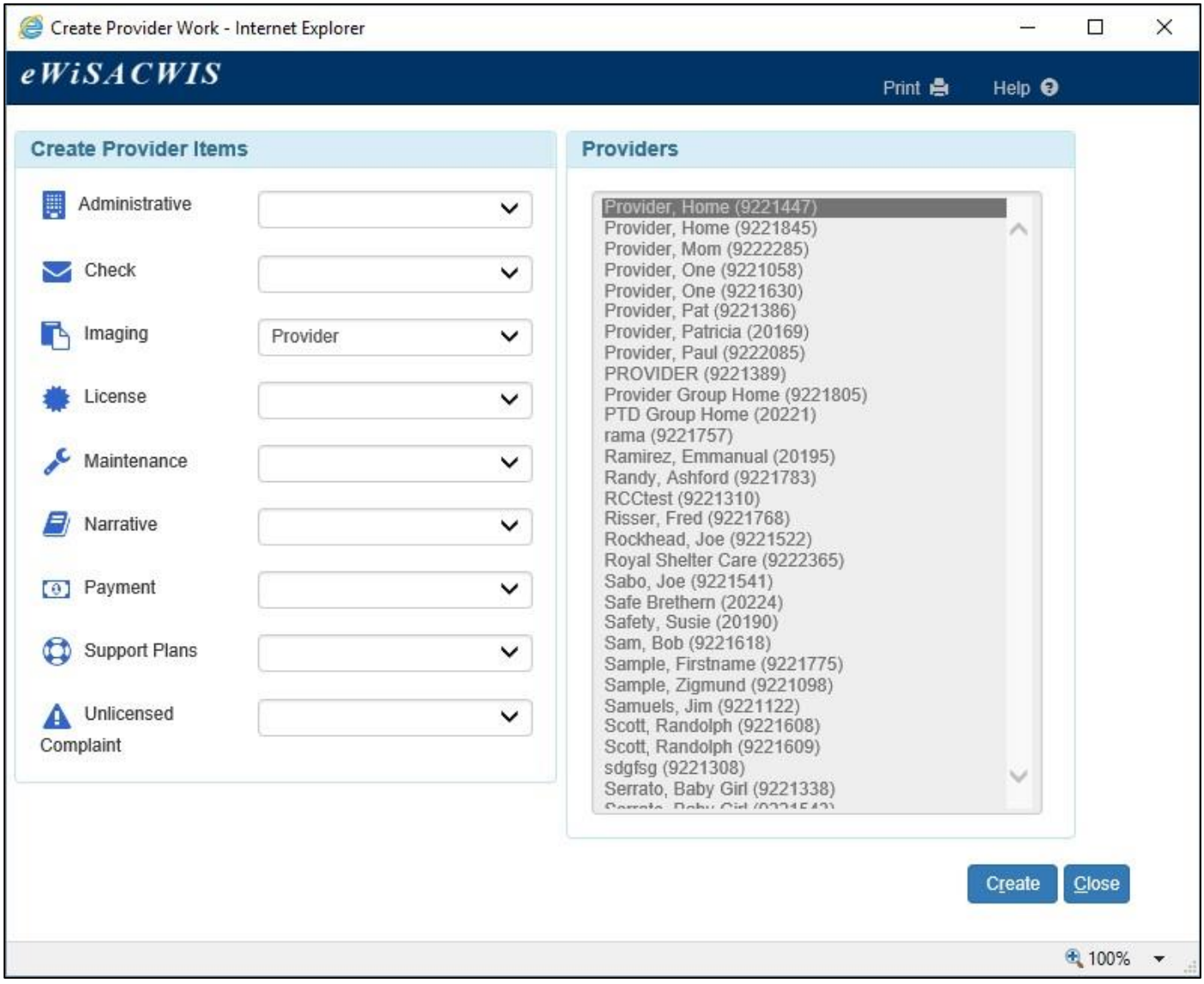
Note: In order to add images, an assignment to the provider is not needed. However, additional security is needed for the Imaging Search page.

Note: Please see the Background Check Imaging User Guide on how to add background checks to provider members.

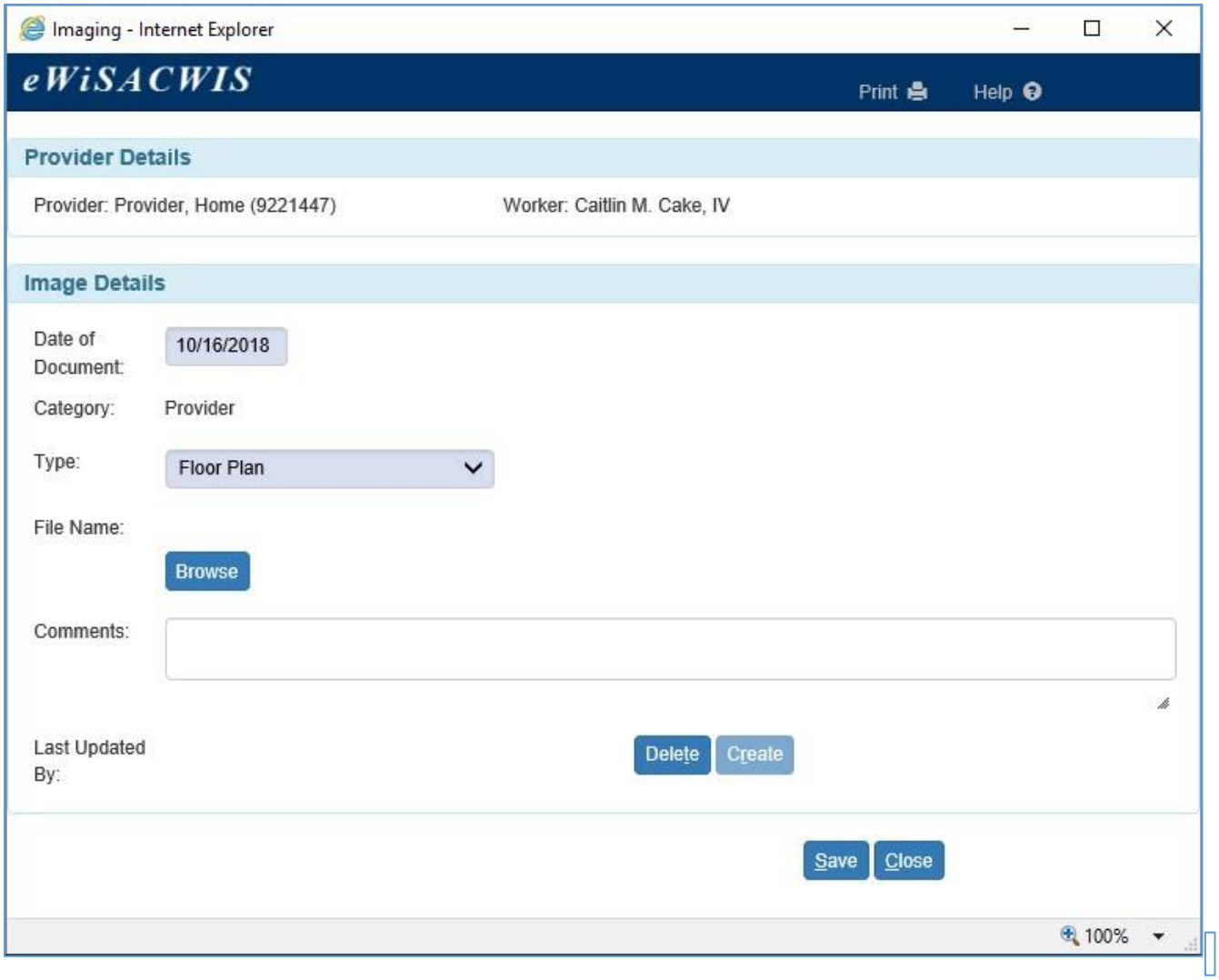
If assigned to the provider:



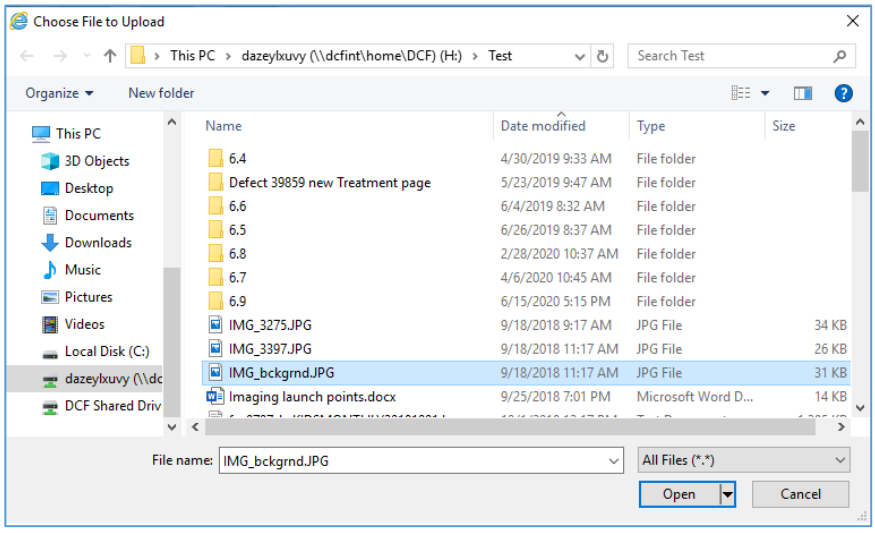
1. From the Desktop, go to the Provider tab and click the Create Provider Work hyperlink Create provider work, select Create Provider Work or Imaging Search from the Actions drop-down next to the specific provider to open the Create Provider Work page.



2. On the Imaging page, enter the Date of the Document and select a Type.



3. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

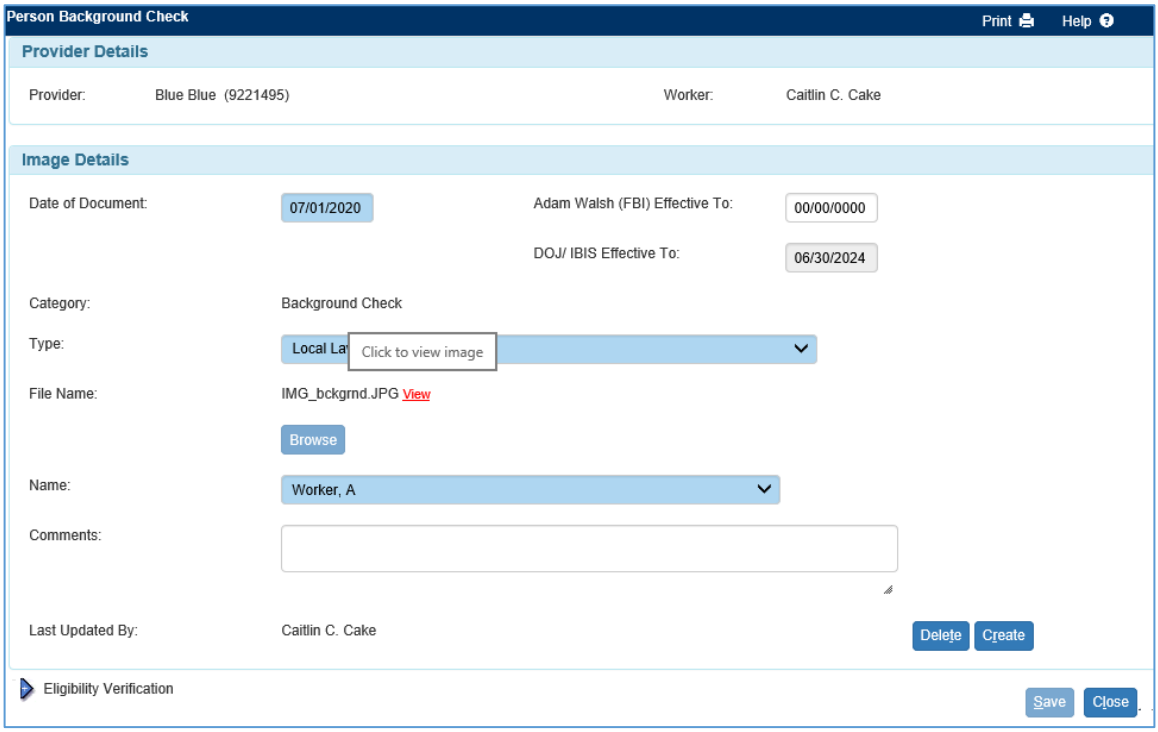


4. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

Note: Files cannot exceed 25 MB and must contain the following extensions to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf.

5. Prior to saving the Imaging page, view the document by clicking the View hyperlink next to the File Name.

6. Enter any comments in the Comments field.



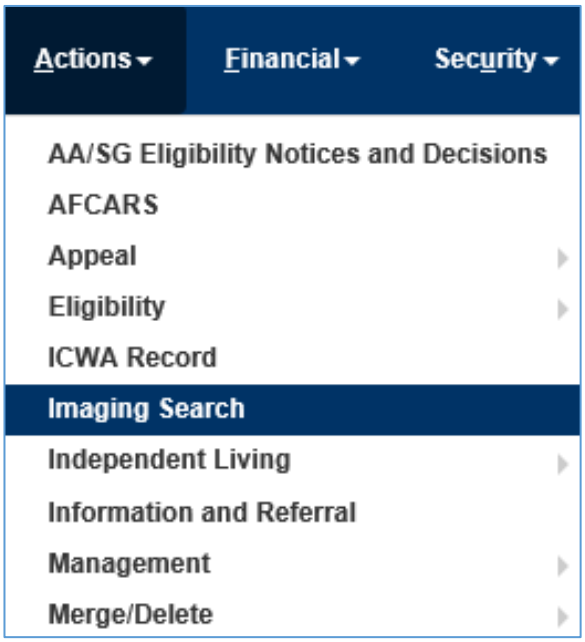
7. When all required fields have been completed, click Save. After clicking Save, the worker's name will appear in the Last Updated By field.

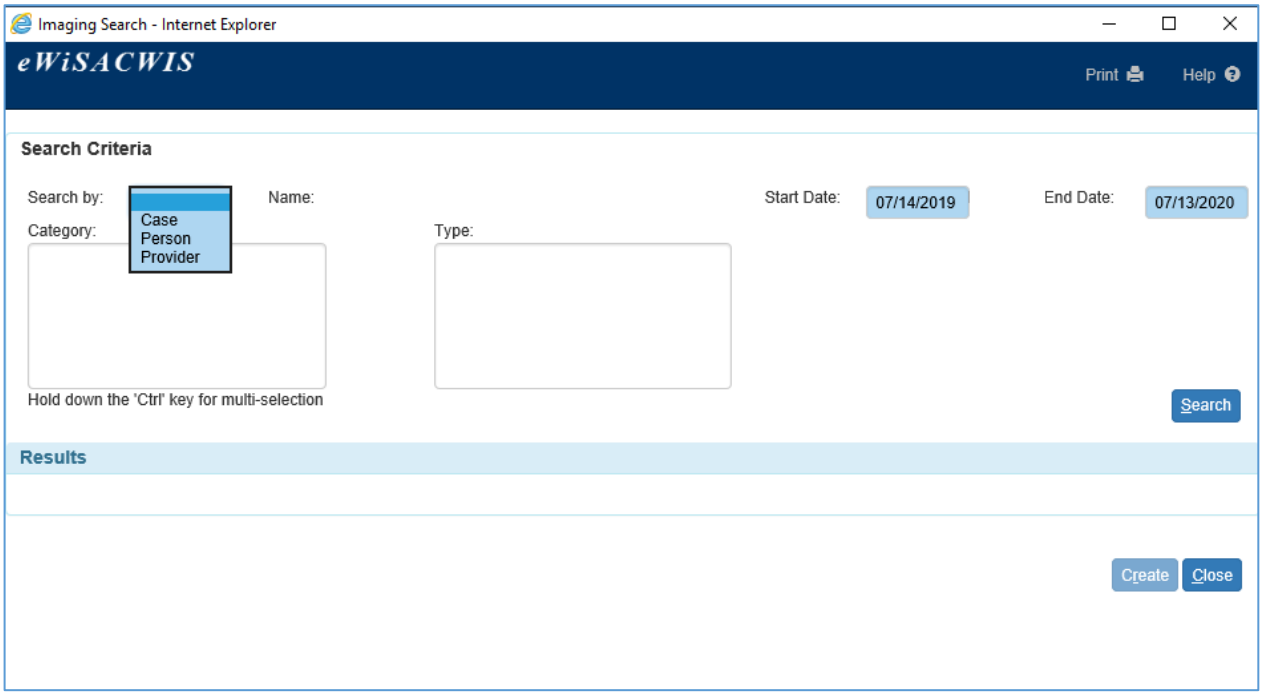
8. A new image can be added for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

If no assignment to the provider:

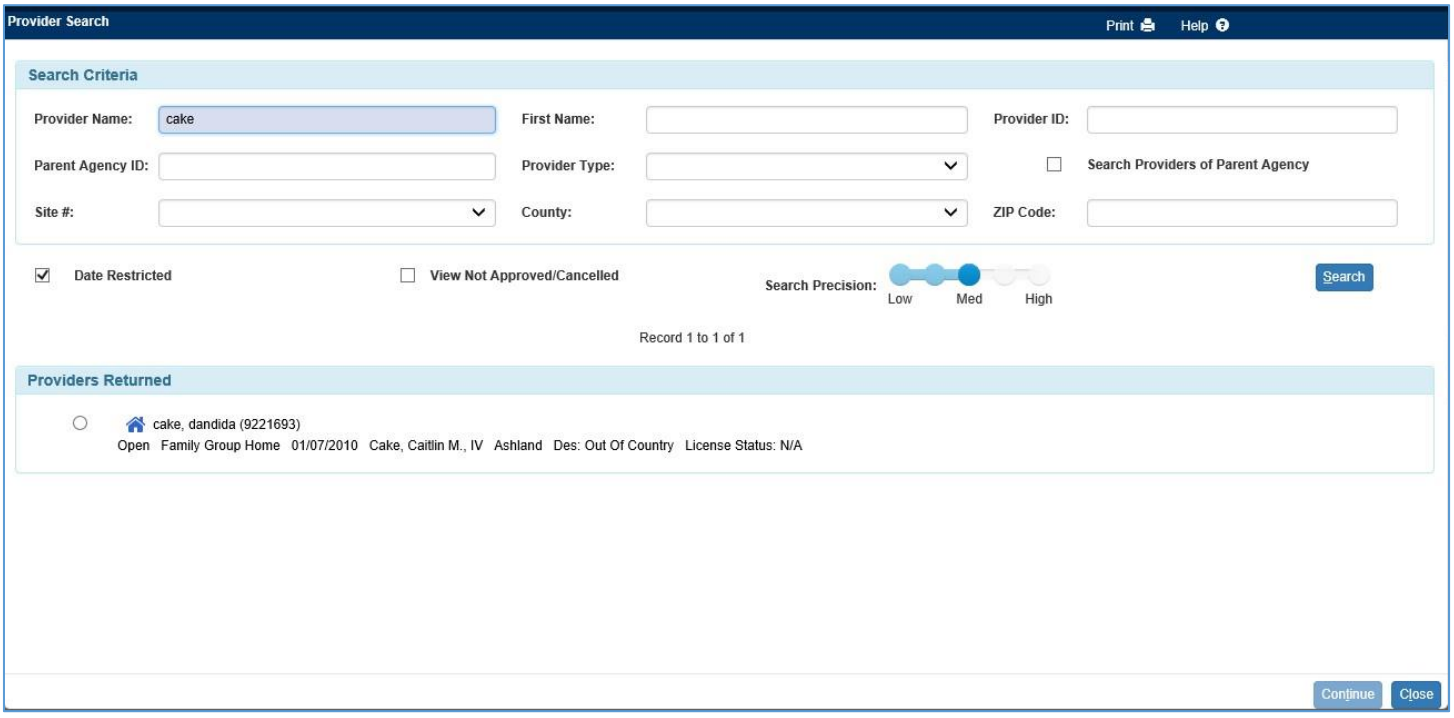
1. From the desktop, click Actions>Imaging Search. This will open the Imaging search page.

2. On the Imaging Search page, select Provider in the Search by: drop-down. This will open the Provider Search page.

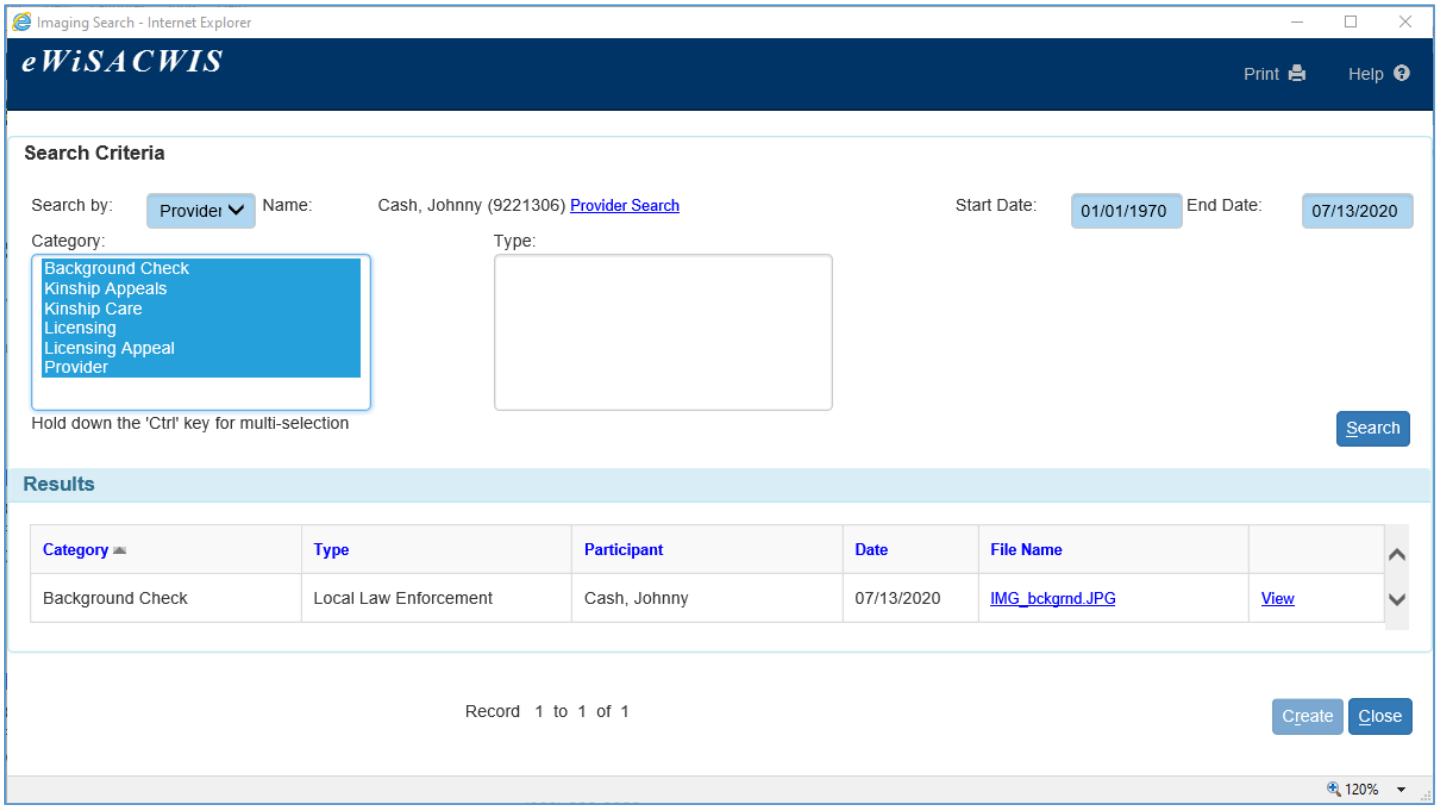




3. To conduct a search on the Provider Search page, enter the Provider Name or Provider ID and click Search. In the Providers Returned section, select the radio button next to the correct provider and click the Continue button.



3. Clicking continue will return to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless changes have been made to the Start Date and/or End Date. To add a previously scanned document, select the Category and Type of document. Click Create.



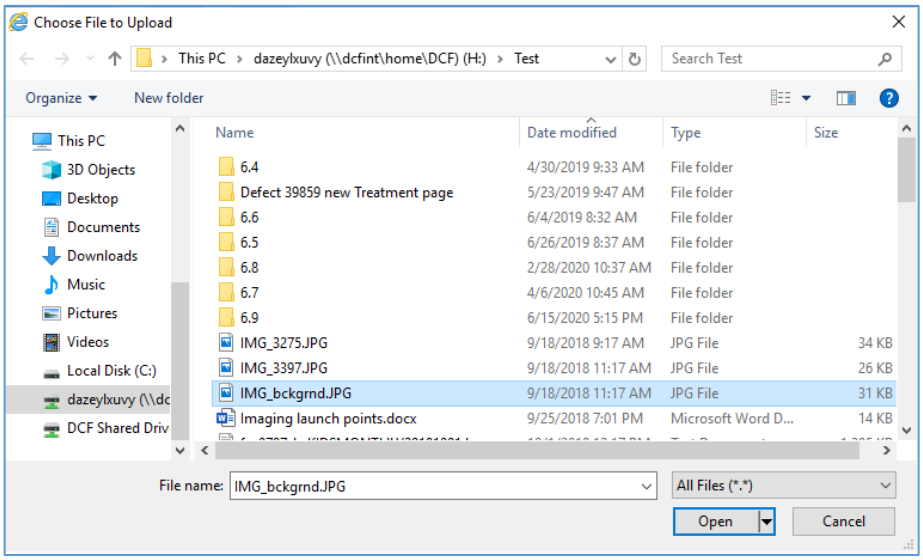
4. On the Imaging page, enter the Date of Document.

5. If a Type was not selected on the Imaging Search page, select the Type.

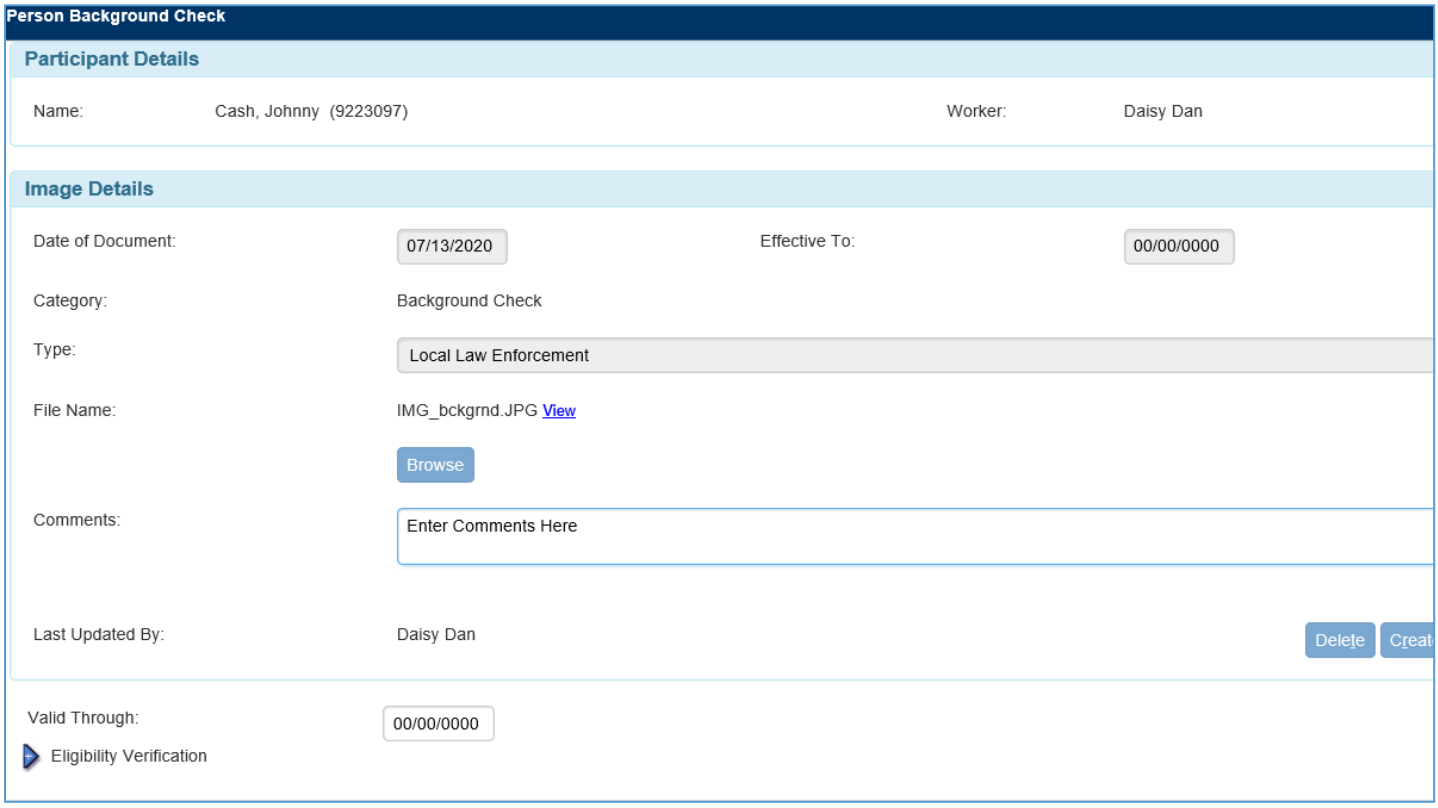
6. To attach a previously scanned document, select the Browse button. This will open the 'Choose File to Upload' pop-up.

7. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

Note: Files cannot exceed 25 MB and must contain the following extensions to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf.



8. Prior to saving the Imaging page, view the document by clicking the View hyperlink next to the File Name.

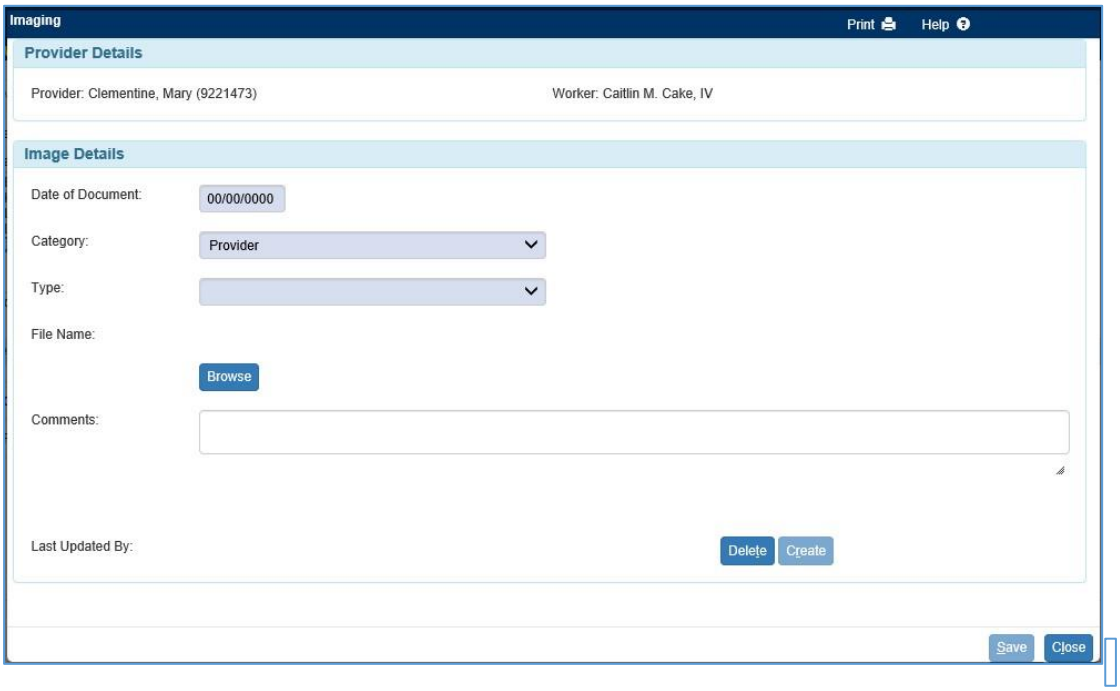


9. Enter any applicable Comments.

10. When all required fields have been completed, click Save. After clicking Save, the worker name will appear in the Last Updated By field.

11. A new image for this provider can be added by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

12. By clicking the Create button, this will open the Imaging page with the same Category selected.



13. Enter the Date of Document.

14. If applicable, update the Category.

15. Select the Type.

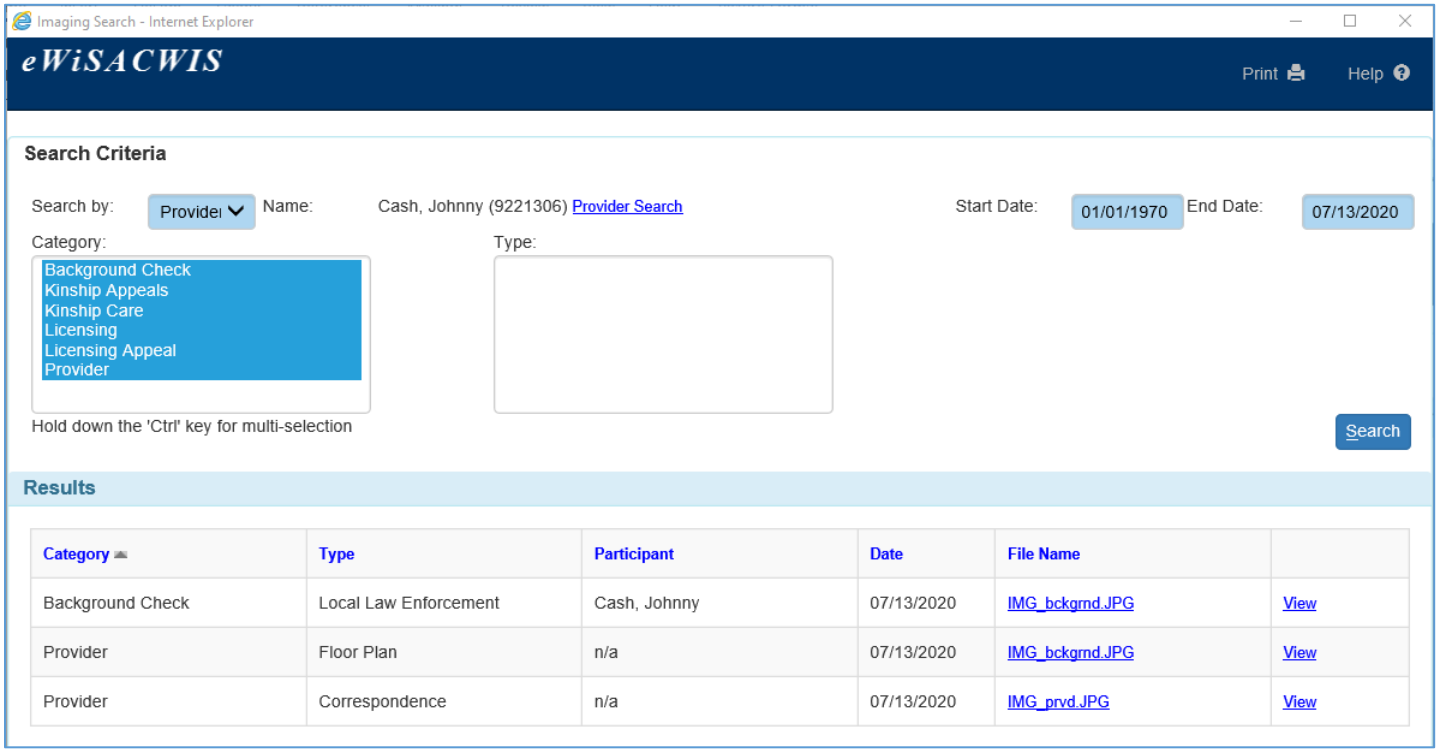
16. To attach a previously scanned document, click the Browse button.

17. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

18. When all required fields have been completed, click Save. After clicking Save, the worker name will appear in the Last Updated By field.

19. Click Close.

20. Clicking Close will return to the Imaging Search page. The page will display all scanned images for the selected Category and Type for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page. To add additional scanned documents, repeat the above steps.

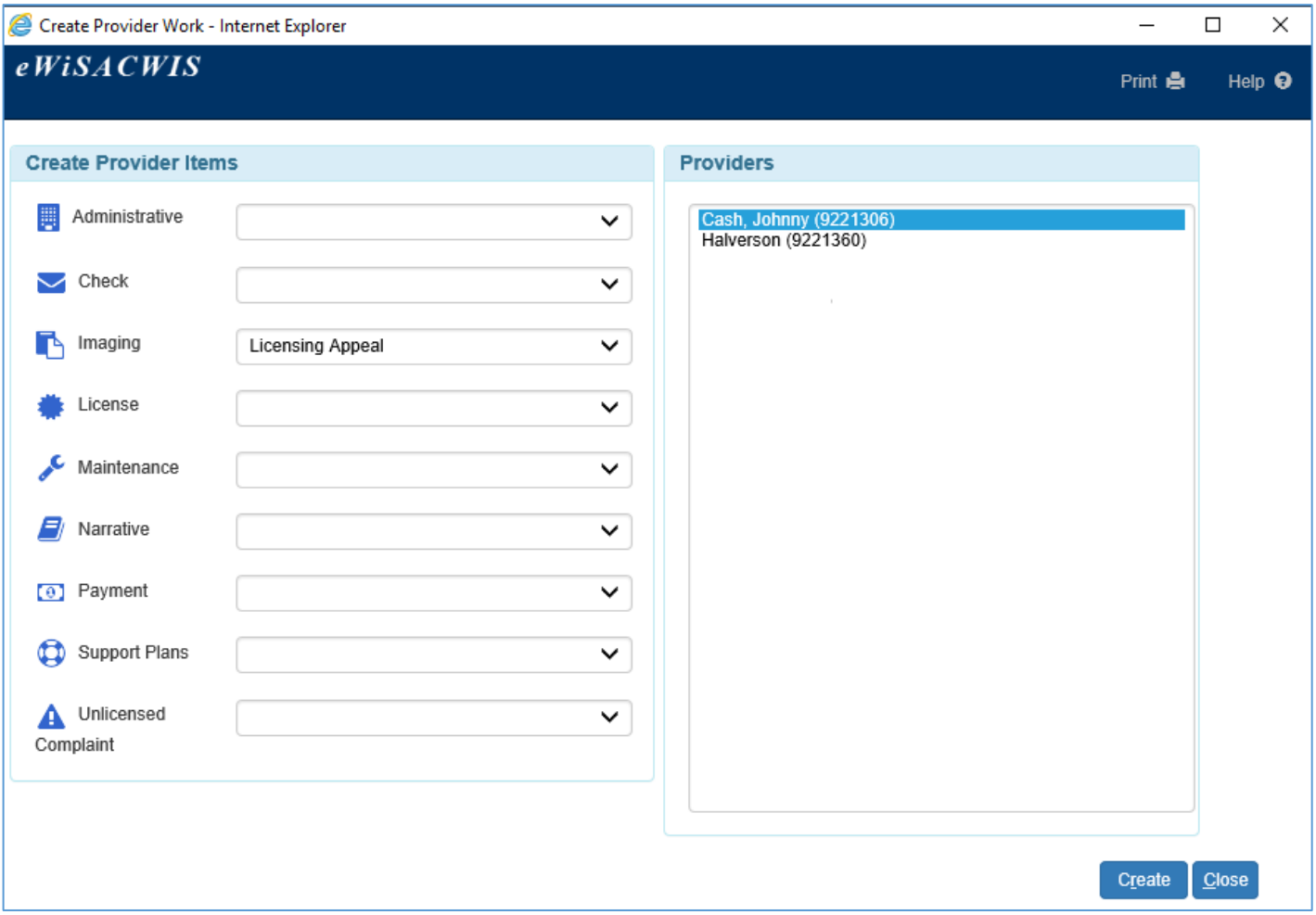


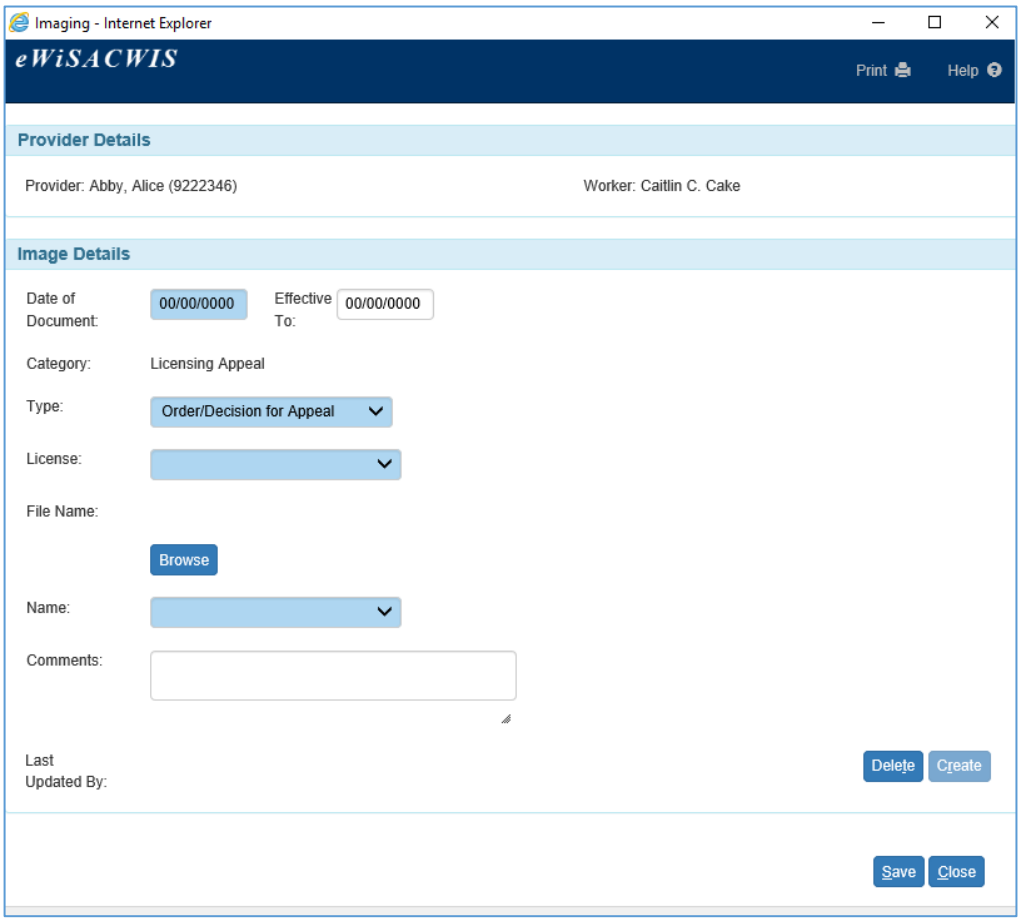
Documenting an image for a licensing appeal

Note: An imaging record for a licensing appeal can be documented from the Create Provider Work page and Licensing Appeal Details page. The scenario below details how to document an image for a licensing appeal using the Create Provider Work page.

1. From the Desktop, go to the Provider tab and click the Create Provider Work hyperlink.

2. Select Licensing Appeal from the Imaging drop down, select the specific provider and click the Create button.



3. On the Imaging page the Category will default to Licensing Appeal.
4. Enter a Date of Document and select a value from the Type field.
5. Select a value from the License field. This list includes all instances of denials, revocations, and non-renewals for the provider.
6. To attach a previously scanned document, click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
7. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking save, the worker name will appear in the Last Updated By field.

9. Click Close. A link to the imaging record created will display under the Licenses icon of the associated provider.