

Step-by-step uploading a specialty note visit to Connect.

Note: You must upload to Connect ALL visits notes following a specialty appointment for AltaMed's PCP review.

There are two scenarios when your office must upload specialty visit notes to Connect:

1. Following a specialty appointment visit for which no follow-up visit is submitted for approval.
2. Following a specialty appointment visit for which a follow-up visit is submitted for approval.

To upload a document to Connect when a follow-up visit is NOT needed.

There are a variety of ways in which to locate a member:

- Referral number
- Member id
- Member name
- Req provider name
- Tax id
- Req provider NPI

PROVIDER Messages Directory Claims **Referrals**

BEGIN NEW AUTH SUBMISSION

Recently Submitted Referrals Simple Advanced X

Region: ALTAMED

Referral Number: [Input Field]

SEARCH

Any Processed Pending

Date Referral Specialty Member Req Provider Auth Provider Status

06/21/2021 AUTH... OPT

Auth Not Found Inquiry

1. Once you have located the member and desired referral click on "Upload".

The screenshot shows a web interface for a referral form. On the left side, there are sections for 'Services' (with ICD and CPT codes), 'Referral Notes', and 'Requested Provider' (with Name and Provider ID fields). On the right side, there is a 'Files' section with a dashed border and an 'UPLOAD' button highlighted with a red box. Below the 'Files' section is a 'Requesting Provider' section with a '+ SHOW MORE' link.

2. From the "Attachment Type", prompt click on "Select One".

The screenshot shows a dropdown menu labeled 'Attachment Type'. The dropdown is open, and the option 'Select One' is highlighted with a blue background. Below the dropdown are two buttons: 'CANCEL' and 'CONTINUE'.

3. From the "Select One" drop-down menu choose "Specialist Notes For PCP".

The screenshot shows the 'Attachment Type' dropdown menu with the following options: 'Select One', 'Select One', 'Health plan and eligibility records', 'Hospital facesheet and medical records', 'PCP notes for the specialist', and 'Specialist notes for the PCP'. The option 'Specialist notes for the PCP' is highlighted with a red box.

4. Verify that the specialty visit notes you are uploading to the authorization are the correct files. Enter the Date of Service (DOS) for the visit note in a MM/DD/YYYY format. If you enter the incorrect format the system will prompt you to enter the correct format. Enter the correct format then click on "Continue".

Attachment Type

Specialist notes for the PCP

Date of Service

05202021

Date of Service must be in MM/DD/YYYY format.

CANCEL

CONTINUE

5. The visit notes are now attached to the referral.

Files

FAX COVER PAGE



SPECNOTES
Test Patient.docx
06/18/2021 9:25 AM
REMOVE

UPLOAD

Index "A"

*If you make a mistake, i.e. uploaded the incorrect patient visit note(s) to a referral. Click on "Remove".

Files

FAX COVER PAGE



SPECNOTES

Test Patient.docx

06/18/2021 9:25 AM

REMOVE

UPLOAD

Click on "Yes". to remove the incorrect files.

Removing File

Are you sure you would like to delete Test Patient.docx?

No

Yes

*If more than one document needs to be added to a referral repeat steps 1-5.

To upload a document to Connect when a follow-up visit IS needed.

From the "Documents" Tab click on "Upload"

Repeat steps 1-5.

If you make a mistake see index "A"

If more than one document needs to be added to a referral, repeats steps 1-5.

The screenshot shows a web application interface for managing referrals. At the top, there is a navigation bar with tabs: PROVIDER, Messages, Directory, Claims, and Referrals. The Referrals tab is highlighted with a red box. Below the navigation bar, there is a blue header with two buttons: RETURN TO REFERRAL REVIEW and CANCEL AND START OVER. The main content area displays a list of referral items, each with a green checkmark and a document icon. The items are: Gomez, Angelina (92657047F), Corona od, Fabian (3329 Tweedy Blvd, ...), ICD D59.9 (CPT 99213), Corona od, Fabian (3329 Tweedy Blvd, ...), 11-Office, 4-Routine (3-(3) Consultation Ex...), 7 DOCUMENTS (highlighted with a red box), and 8 SUBMIT. Below the list, there is a large dashed box containing an UPLOAD button. At the bottom, there is a note: "No documents? No problem. A fax cover page is provided after submission."

✓ Gomez, Angelina 92657047F	✓ Corona od, Fabian 3329 Tweedy Blvd, ...	✓ ICD D59.9 CPT 99213	✓ Corona od, Fabian 3329 Tweedy Blvd, ...	✓ 11-Office	✓ 4-Routine 3-(3) Consultation Ex...	7 DOCUMENTS	8 SUBMIT
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UPLOAD

No documents? No problem. A fax cover page is provided after submission.