



Wyoming
Department
of Health

Provider

Electronic Attachments

Electronic Attachments

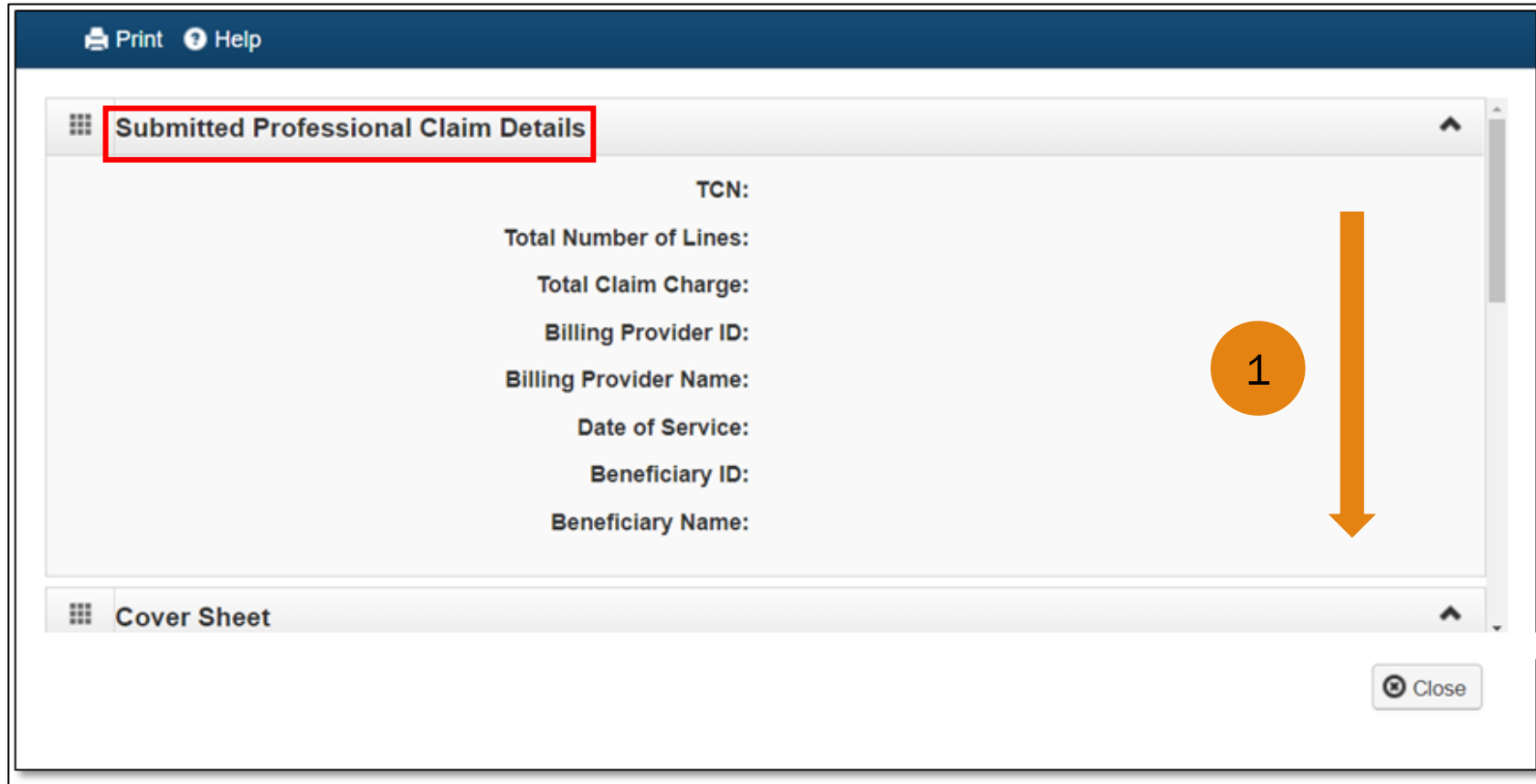
- This training provides instructions for electronic attachments.

Learning Objective

- Learn to attach an electronic attachment.



Electronic Attachments



Electronic Attachments allow you to attach different types of documents to claims.

We will begin with a Professional claim already submitted as Direct Data Entry (DDE).

Once you have submitted a claim, you will see the Submitted Professional Claim Details page.

1. Scroll down until you get to the bottom where you will see the Additional Documents section of the page.

Electronic Attachments

The screenshot displays a web application interface for managing electronic attachments. At the top, there are fields for 'Header TCN:', 'Beneficiary ID:', and 'Name:'. Below this is a section titled 'Additional Documents' which contains a table with columns: Document Type, Document Name, File Name (Size in MB), Remarks, Download, Status, Uploaded By, and Uploaded Date. The first row of the table is highlighted with a red box and contains a paper clip icon, a '-Select-' dropdown, another '-Select-' dropdown, and a 'Choose File' button. An orange circle with the number '1' is placed over the paper clip icon. To the left of the table, there is a 'Save' button with a paper icon, highlighted with a green box, and an orange callout box with an arrow pointing to it that says 'Click Save'. Below the table is a 'Cover Sheet' section with the instruction 'Please select the document(s) to be mailed/faxed:'. It lists various document types with checkboxes: Hysterectomy Forms, History and Physical, Reports, EOB Insurance, Notes, Other, Medical Documentation, Predictive Modeling, Anesthesia Records, Ambulance, Forms, NDC Drug Dosing and Cost Info, Voluntary Sterilization Forms, and Diagnostic Tests. At the bottom right of the coversheet section, there is a 'Generate Coversheet' button with a document icon, highlighted with a red box, and a 'Reset' button. An orange circle with the number '2' is placed over the 'Generate Coversheet' button. A 'Cancel' button is located at the bottom right of the entire interface. The footer of the page shows 'Page ID: dlqAdjustClaimAttachmentsList(Claims)'.

Select the type of electronic document to attach from the options listed or choose a file from your computer:

Documents size is limited to 25 pages per attachment.

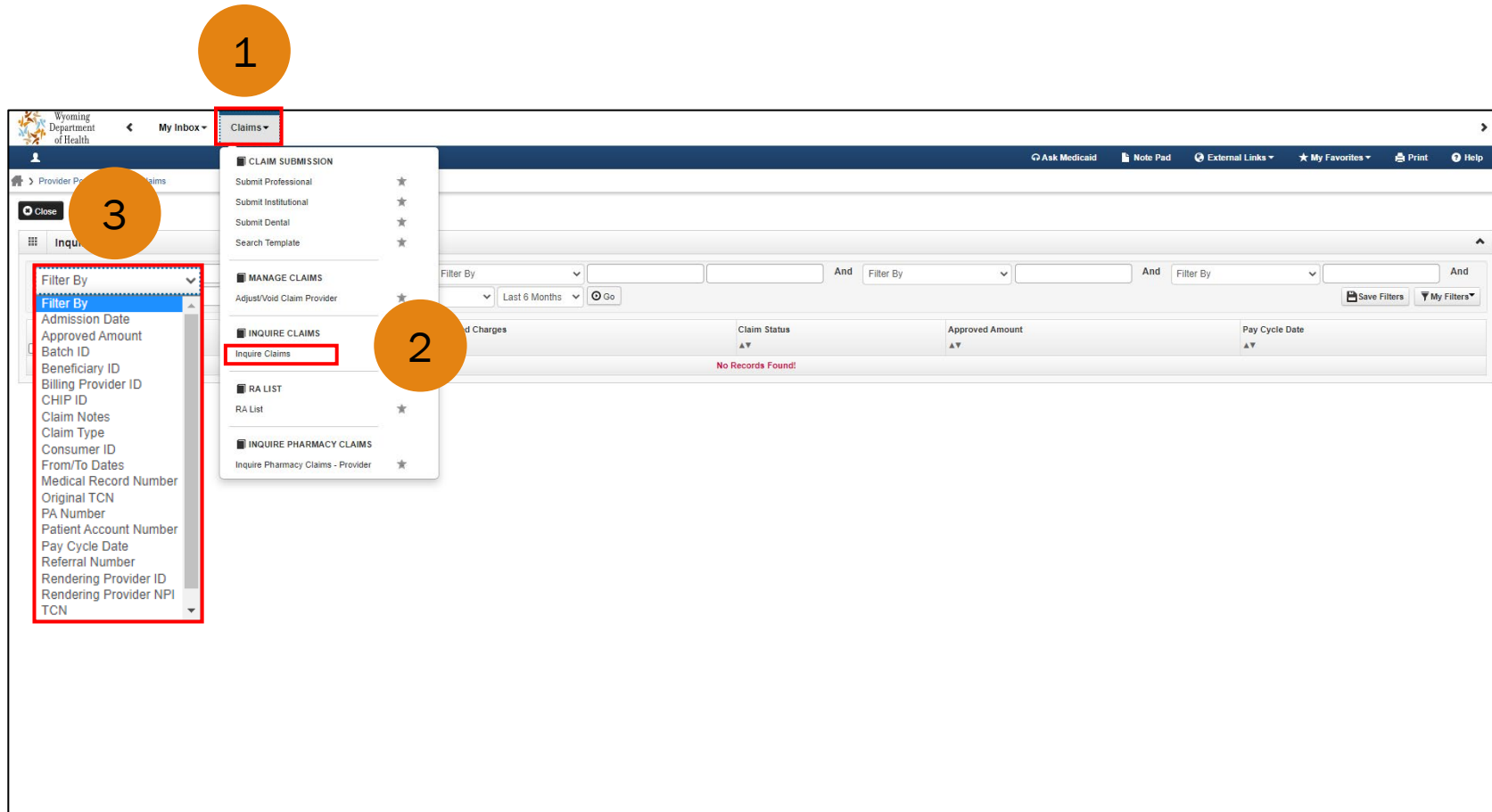
1. Click the paper clip and search for and select the file to upload from your computer.

- Click Save to save the file.

When mailing or faxing a paper attachment do the following:

2. Select a checkbox beside the document name to be faxed or mailed. Next click the Generate Coversheet button.

Electronic Attachments



To attach a document after a claim has been submitted:

1. Select Claim.
2. Click Inquire Claims.
3. Click Filter By to select an option to search and open a claim.

From the Header Details page, click Show and Attachment List on the top right.

Electronic Attachments

Header TCN:
Beneficiary ID: _____ Name: _____

Additional Documents

Click Save

1

Document Type *	Document Name *	File Name * (Size < 30 MB)	Remarks	Status	Uploaded By	Uploaded Date	TCN
<input type="checkbox"/> --Select--	<input type="checkbox"/> --Select--	<input type="button" value="Choose File"/>	<input type="text"/>				

Cover Sheet

Please select the document(s) to be mailed/faxed:

<input type="checkbox"/> Hysterectomy Forms	<input type="checkbox"/> Medical Documentation	<input type="checkbox"/> Forms
<input type="checkbox"/> History and Physical	<input type="checkbox"/> Predictive Modeling	<input type="checkbox"/> NDC Drug Dosing and Cost Info
<input type="checkbox"/> Reports	<input type="checkbox"/> Anesthesia Records	<input type="checkbox"/> Voluntary Sterilization Forms
<input type="checkbox"/> EOB Insurance	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Diagnostic Tests
<input type="checkbox"/> Notes		
<input type="checkbox"/> Other <input type="text"/>		

The Additional Documents page displays and allows files to be attached for the claim.

1. Click the paper clip and search for and select the file to upload from your computer.
- Click Save to save the file.



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Thank You

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