HOW TO UPLOAD BILLING
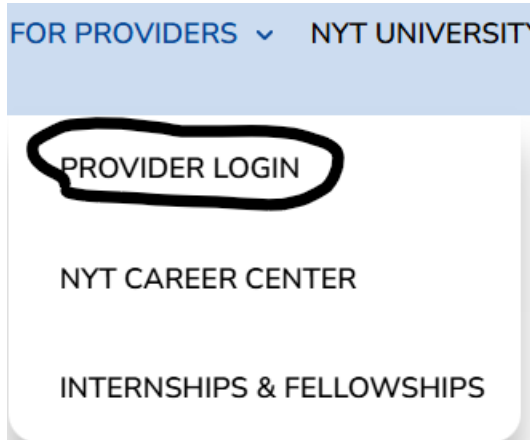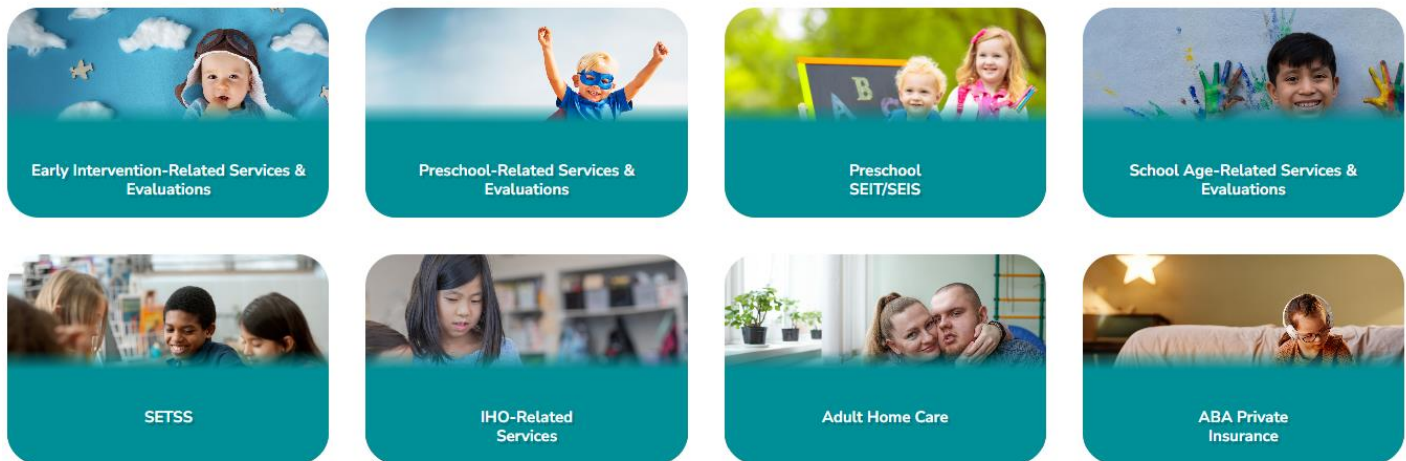
1. Login to the website

2. Click on the department

3. Click on document submissions

4. Click BILLING UPLOAD

Document Submissions

BILLING UPLOAD   COMPLIANCE UPLOAD

5. You will get this box. Enter your Therapist ID and click Run Look up.   The system will complete your First name, Last Name, Profession and Email address.   Complete all other fields. Click the Document type box to show choices. You can add multiple document types if needed. Complete all the fields. Click ATTACH FILES to add your file(s). **All documents must be uploaded as PDF files**.

6. You can drag and drop your files or click upload your files here to choose your files.

Drag your file(s) here

or click to upload your file(s)

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CLOSE
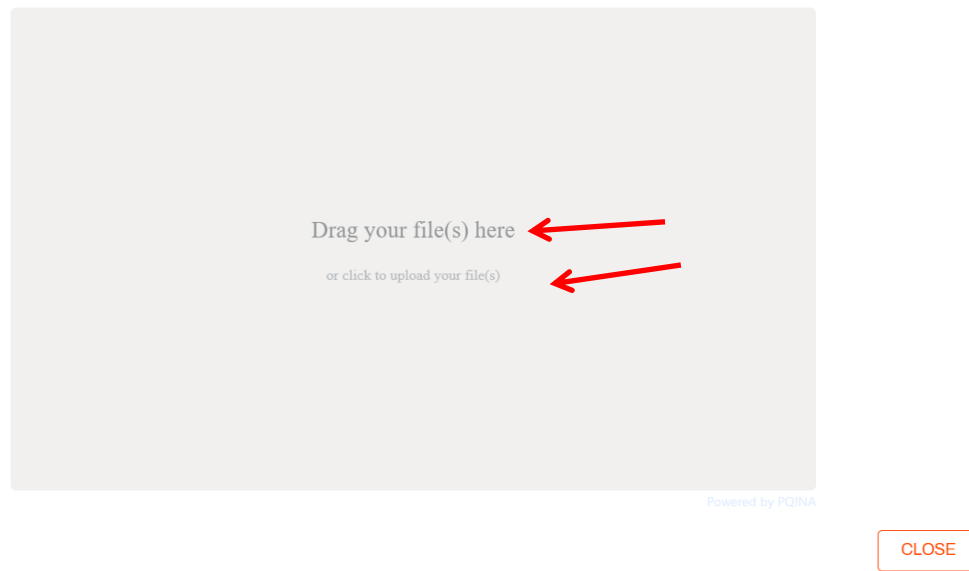
7. The files will appear above the submit button. Click Submit

Test template.pdf (30K) ✕

RUN LOOKUP   SUBMIT   ATTACH FILES