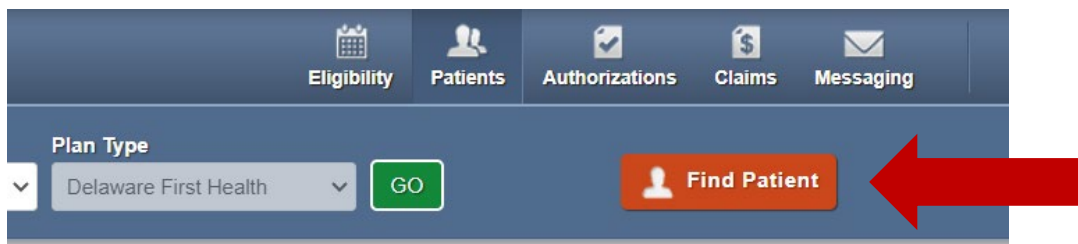


## Uploading Supplemental HEDIS Documentation into the (Legacy) Provider Portal

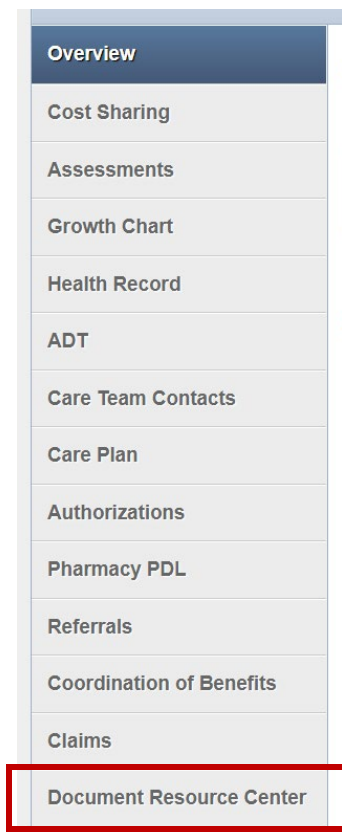
1. Log into the [Delaware First Health provider portal](#).
2. Locate the **Patients** icon on the upper right icon menu



3. Choose the patient you want to upload the documentation for using the list or the **Find Patient** button.



4. Click on the patient's name then click on **Document Resource Center** from the menu that opens:



5. Click on the **Document Category** (*Behavioral Health, LTSS, Medical Necessity, Quality Management*) and choose **Quality Management**.

Overview	<h2>Document Resource Center</h2> <div><div>Document Upload</div><div>Document Review</div></div> <div><div>1.</div><div>Document Category:</div><div>Please Select a Category</div></div> <div><div>2.</div><div>Document Type:</div><div>Behavioral Health Long Term Services And Support Medical Necessity <b>Quality Management</b></div></div> <div><div>3.</div><div>Upload File:</div><div></div></div> <div><div>4.</div><div><div>Submit</div></div></div>
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6. Click on the **Document Type** drop down menu and choose **HEDIS**.

Overview	<h2>Document Resource Center</h2> <div><div>Document Upload</div><div>Document Review</div></div> <div><div>1.</div><div>Document Category:</div><div>Quality Management</div></div> <div><div>2.</div><div>Document Type:</div><div>Please Select one Please Select one Audit EPSDT <b>HEDIS</b> Peer Review Quality of Care Risk Adjustment Other</div></div> <div><div>3.</div><div>Submission Reason:</div><div></div></div> <div><div>4.</div><div>Upload File:</div><div></div></div> <div><div>5.</div><div></div></div>
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7. Click on the **Submission Reason** and choose the appropriate HEDIS category.

The screenshot shows the 'Document Resource Center' interface. On the left is a sidebar with a list of menu items: Cost Sharing, Assessments, Growth Chart, Health Record, ADT, Care Team Contacts, Care Plan, Authorizations, Pharmacy PDL, Referrals, Coordination of Benefits, Claims, Document Resource Center (highlighted), and Notes. The main content area is titled 'Document Resource Center' and contains two tabs: 'Document Upload' (active) and 'Document Review'. The 'Document Upload' form has five numbered steps:

- Document Category: Quality Management
- Document Type: HEDIS
- Submission Reason: Please Select a Reason
- Upload File:
- 

A dropdown menu is open for 'Submission Reason', showing a list of HEDIS categories. 'Controlling High Blood Pressure (CBP)' is highlighted in blue. Other visible categories include: Adult Access to Preventative Care (AAP), Advance Care Planning (ACP), Antipsychotic Metabolic Monitoring (APM), Appropriate Testing for Pharyngitis (CWP), Blood Pressure for Diabetes (BPD), Breast Cancer Screening (BCS), Care for Older Adults (COA), Cervical Cancer Screening (CCS), Childhood Immunizations (CIS), Chlamydia Screening (CHL), Colorectal Cancer Screening (COL), Diabetes Monitoring with People with Schizophrenia (SMD), Diabetic Screening with Schizophrenia (SSD), Eye Exam for Diabetes (EED), and Follow up After Emergency Visit for Substance Abuse (FUA).

8. Upload the file you want to submit by choosing from a file on your computer.

This screenshot shows the same 'Document Resource Center' interface, but the 'Submission Reason' dropdown is now closed and 'Controlling High Blood Pressure (CBP)' is selected. The 'Upload File' section shows a 'Choose File' button and the text 'No file chosen'. A large red arrow points to the 'Choose File' button. Below the 'Upload File' section is a green 'Submit' button.

9. Click the green **Submit** button.

Overview	<h2>Document Resource Center</h2> <div><div>Document Upload</div><div>Document Review</div></div> <div><div>1.</div><div>Document Category: <div>Quality Management</div></div></div> <div><div>2.</div><div>Document Type: <div>HEDIS</div></div></div> <div><div>3.</div><div>Submission Reason: <div>Controlling High Blood Pressure (CE</div></div></div> <div><div>4.</div><div>Upload File: <div>Choose File</div> No file chosen</div></div> <div><div>5.</div><div><div>Submit</div><div></div></div></div>
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