



UPLOADING ATTACHMENTS ON THE OHCA SECURE PROVIDER PORTAL

Certain functions performed on Oklahoma Health Care Authority’s secure provider portal require attachments to be uploaded and sent to OHCA for review. This guide will help users understand how to correctly add attachments using the secure provider portal.

CLAIMS ATTACHMENTS

The OHCA secure provider portal allows up to 10 MB of attachments that can be uploaded with claim submissions. Pictures or images may cause the size limit to be exceeded.

Attachments

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Control #	Attachment Type	Action
Click to collapse.					
	*Transmission Method	FT-File Transfer			
	*Upload File	[Browse...]			
	*Attachment Type	[Dropdown]			
	*Description	[Text Field]			

Add **Cancel**

Transmission Method

The *Transmission Method* refers to how attachments will be sent to OHCA.

- Acceptable transmission methods are BM – By Mail, FT – File Transfer, and FX – By Fax.
- Mailed and faxed attachments require the HCA-13 Electronic Claim Paper Attachment Cover Sheet. When the claim has been confirmed, the user will select the Attachment Coversheet link and print the coversheet that is pre-populated with all required information.

Upload File

Click on the Browse button. A separate window will open where the user will choose the appropriate file from the computer. Once the file is selected, the user will click Open and the file name will populate on the Upload File line.

- Acceptable file types are PDF, JPG, TIF, and XPS.
- When uploading attachments to any type of claims, the file types of all attachments must be the same. For example, if one attachment file type is PDF, other attachments on the same claim must also be PDF.

Attachment Type

The Attachment Type only applies to claims attachments and refers to the type of document being sent to OHCA.

These are the types of attachments that can be submitted when entering a claim via the secure provider portal.

- 77-Support Data for Verification
- AS-Admission Summary
- B2-Prescription
- B3-Physician Order
- B4-Referral Form
- CT-Certification
- DA-Dental Models
- DG-Diagnostic Report
- DS-Discharge Summary
- EB-Explanation of Benefits
- MT-Models
- NN-Nursing Notes
- OB-Operative Note
- OZ-Support Data for Claim
- PN-Prosthetics or Orthotic Certification
- PZ-Physical Therapy Certification
- RB-Radiology Films
- RR-Radiology Reports
- RT-Report of Tests and Analysis Report

Description

Enter a brief description of the attachment.

PRIOR AUTHORIZATION REQUEST ATTACHMENTS

The OHCA secure provider portal allows up to 10 MB of attachments that can be uploaded with prior authorization requests. Pictures or images may cause the size limit to be exceeded.

Attachments

Click the **Remove** link to remove the entire row.

Transmission Method	File	Control #	Action
Click to collapse.			
Transmission Method EL-Electronic Only			
*Upload File	<input type="text"/> Browse...		
*Description	<input type="text"/>		
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>		

Transmission Method

The *Transmission Method* refers to how attachments will be sent to OHCA.

- **Medical Prior Authorization request:** acceptable transmission method is EL – Electronic Only.
- **Dental Prior Authorization request:** acceptable transmission methods are BM – By Mail and EL – Electronic Only.
- Mailed attachments require the HCA-13A Prior Authorization Attachment Cover Sheet. When the request has been confirmed, the user will select the Attachment Coversheet link and print the coversheet that is pre-populated with all required information.

Upload File

Click on the Browse button. A separate window will open where the user will choose the appropriate file from the computer.

- Acceptable file types are PDF, JPG, TIF, and XPS.
- When uploading attachments to any type of claims, the file types of all attachments must be the same. For example, if one attachment file type is PDF, other attachments on the same claim must also be PDF.

Description

Enter a brief description of the attachment.

Attachments exceeding the size limit?

You may be trying to attach more than is actually required. Contact the appropriate unit if unsure about what to include for your claim or prior authorization.

CLAIMS: 800-522-0114 option 2

PRIOR AUTHORIZATION:

- Medical Authorization - 800-522-0114 option 6,3 / MAUadmin@okhca.org
- DME Authorization – 800-522-0114 option 6,4 / DMEadmin@okhca.org
- Dental Authorization – 800-522-0114 option 6,5
- Therapy (ST, PT, OT) Authorization – Therapyadmin@okhca.org



ADDRESS

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Oklahoma City, OK 73105



WEBSITES

oklahoma.gov/ohca
mysooner care.org



PHONE

Admin: 405-522-7300
Helpline: 800-987-7767