SDMI File Upload Instructions via Secure SharePoint Folder

Purpose:

This document provides instructions on how to upload and submit requested records to Mountain Pacific.

How To:

1. As a provider, you will receive an email from **MPQH_Notifications** titled **"SECURE: SDMI Service Validation Request"** requesting specific documentation pertaining to services rendered by your organization to Medicaid members.
    a. Requested member name(s) and associated HCPCS code(s) table will be included in the email.
2. You will also receive an email from **Mountain Pacific** titled **"Mountain Pacific shared the folder 'Provider Name' with you"**. This email will contain a link to "**Open"** a secure SharePoint folder to upload requested records.
    a. The initial folder opened will prompt providers to verify identity with a security code sent to the same email address the folder sharing email was sent to.
        i. Please click **"Send Code"**.
        ii. The account verification code will come from **"Microsoft Notifications"**.
        iii. Copy and paste the verification code in the browser that prompted the verification.
    b. This folder is being shared from SharePoint online titled **"External Collaboration"**.
3. Once ready to upload requested files:
    a. Choose **"Upload"** in the upper left corner and select **"files".**
    b. Choose the requested files and select **"Open"**.
4. Please upload all requested documents for each Medicaid member listed in the email from **MPQH_Notifications**.
    It is very important that each file has the below naming convention:
    a. **MemberFirstName_MemberLastName_MemberMedicaidID_HCPCS**
    b. EX: Jane_Doe_1234567_H0032
5. Please ensure that only files are uploaded for the requested member(s) and related HCPCS code(s). Please do not upload any members information that is not on the request list.

If you have any issues uploading files to your organizations secure file folder, please contact Mountain Pacific directly at 1-800-219-7035 or email HACS@mpqhf.org.