OREGON HEALTH AUTHORITY

Attaching Documents to Claims in the MMIS Provider Portal

To upload documents to submitted claims in the MMIS Provider Portal at https://www.or-medicaid.gov, login and go to **Claims>claim attachments**.
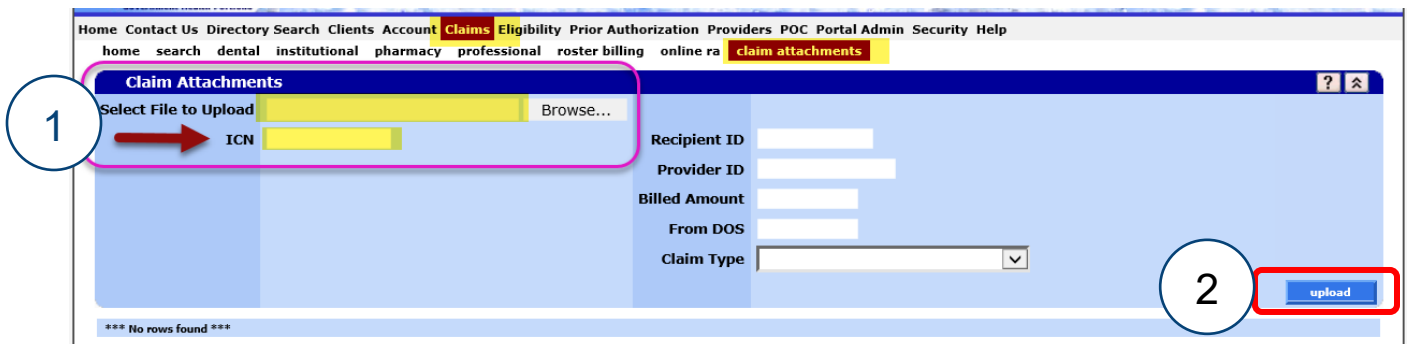
You can identify the claim in two ways:

- **By internal claim number (ICN):** This is the best way to ensure the documents are attached to the correct claim.

- **By claim data** including member ID, provider ID, billed amount, "from" date of service (DOS) and claim type.

Only use **one** of these options to identify the claim (not both). Attachments will be available the next day in the Claim Image panel for the matching claim.

To use ICN:

1. Click "Browse…" and select the file(s) you want to upload. Enter the 13-digit ICN in the "ICN" field.

2. Click the **upload** button.

To use claim data:

1. Upload the file(s), then complete all fields on the right side of the Claim Attachments panel.

2. Click the **upload** button.

Upload results

After clicking "upload" the Claim Attachments panel will display:

1. A list of your uploads, with the most recent upload listed first. This shows the document's upload date with the filename assigned by the Provider Portal.

2. A message that the document was uploaded successfully. It will show the original filename of the document followed by the Portal-assigned filename. This is the only time you will see the original filename of the document.

You can choose to delete any of the listed uploads at this time.

After a few minutes, only the newest upload will be available to delete. (Older documents move to the Claim Image panel to be attached to the claim.)

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact OHP Provider Services at 800-336-6016 or DMAP.ProviderServices@odhsoha.oregon.gov. We accept all relay calls.

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