

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**.

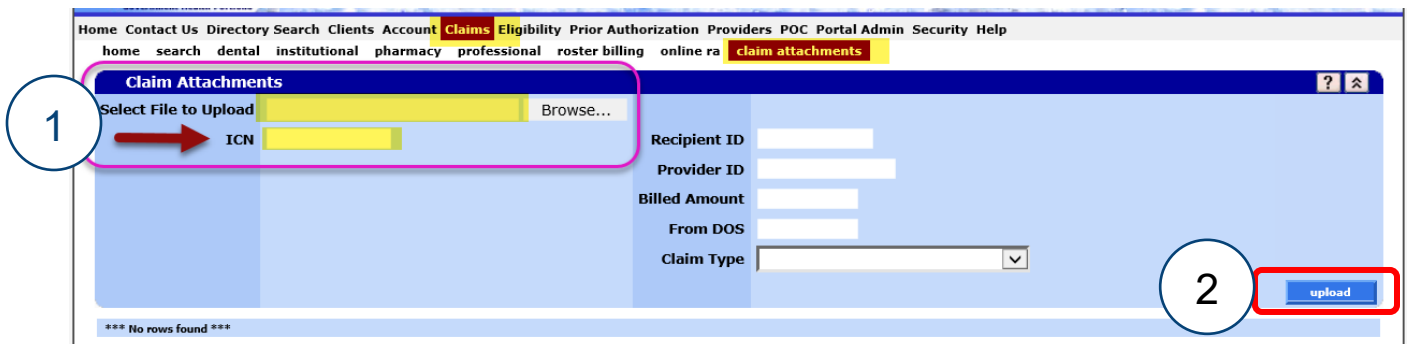
You can identify the claim in two ways:

- **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.



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Claim Attachments

Select File to Upload Browse...

ICN

Recipient ID

Provider ID

Billed Amount

From DOS

Claim Type

upload

*** No rows found ***

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.

The screenshot shows the 'Claim Attachments' panel in a web application. At the top, there is a navigation bar with links: Home, Contact Us, Directory Search, Clients, Account, Claims (highlighted), Eligibility, Prior Authorization, Providers, POC, Portal Admin, Security, and Help. Below this is a sub-navigation bar with links: home, search, dental, institutional, pharmacy, professional, roster, billing, online ra, and claim attachments (highlighted). The main panel has a title 'Claim Attachments' and a 'Select File to Upload' section with a 'Browse...' button. To the right of this section are input fields for 'Recipient ID', 'Provider ID', 'Billed Amount', 'From DOS', and 'Claim Type' (a dropdown menu). A red circle with the number '1' is placed over the 'Billed Amount' field. At the bottom right of the panel is a blue 'upload' button, which is highlighted with a red rectangle and a red circle with the number '2'. Below the panel, there is a status message: '*** No rows found ***'.

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.

The screenshot shows the 'Claim Attachments' panel after a successful upload. The 'upload' button is now disabled. Below the input fields, there is a table with the following data:

Selected Row	Date Uploaded	File Name
<input type="checkbox"/>	09/16/2022	20220916082549_b8_ClaimAttachment.PDF
<input type="checkbox"/>	09/16/2022	20220916080449_i7_ClaimAttachment.PDF

A red arrow points to the first row of the table, which is highlighted in light blue. A red circle with the number '1' is placed over the first row. Below the table, there is a blue bar with the text: 'The following messages were generated:'. Below this bar, there is a message: 'INFO ONLY: File [EDMS coversheet 10.17 version.pdf] uploaded successfully as [20220916082549_b8_ClaimAttachment.PDF].'. A red circle with the number '2' is placed over the message bar. At the bottom right of the panel, there are two buttons: 'Delete All' and 'Delete'.

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.)

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claim attachments

Claim Attachments

Select File to Upload

Browse...

ICN

Recipient ID

Provider ID

Billed Amount

From DOS

Claim Type

upload

Selected

Row

Date Uploaded

File Name

09/16/2022

20220916082549_b8_ClaimAttachment.PDF

Delete All

Delete

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