

**ForwardHealth Portal
Uploading Audit Documentation**

June 4, 2019

Instruction Sheet

Upload Audit Documentation

Providers may upload necessary audit documentation using the Upload Audit Documentation functionality on the ForwardHealth Portal

1. Access the Portal at <https://www.forwardhealth.wi.gov/>

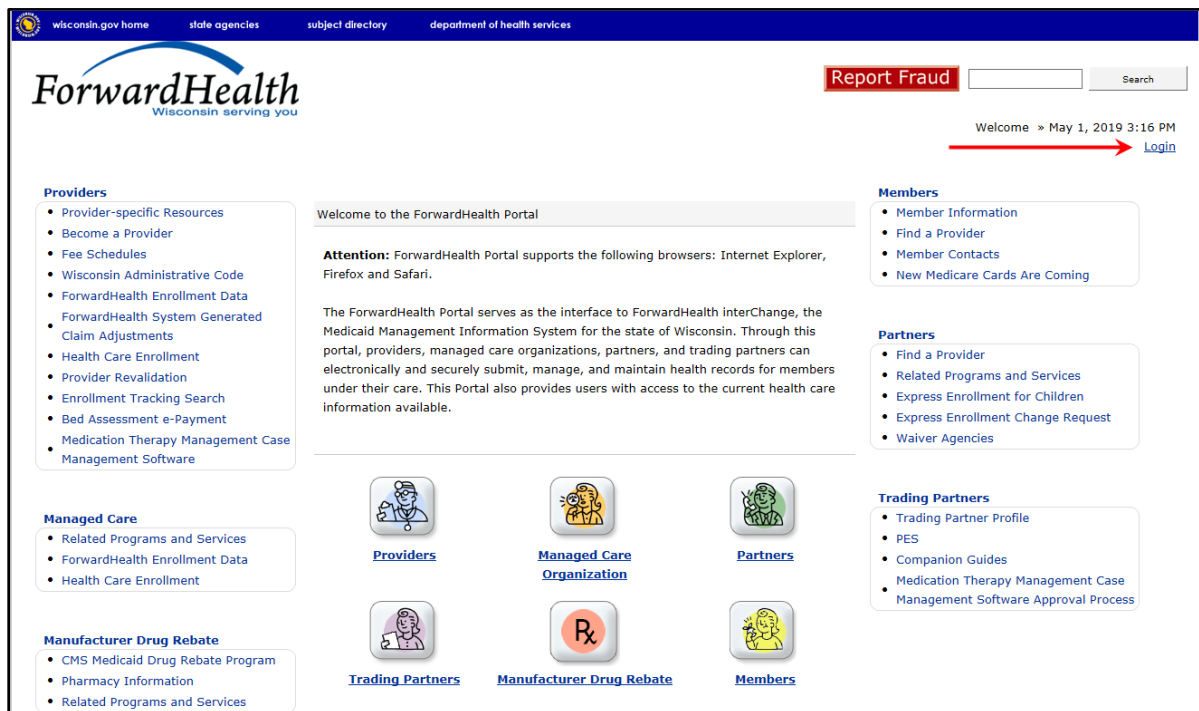


Figure 1 ForwardHealth Home Page

2. Click **Login**. The ForwardHealth Portal Login box will be displayed.

Figure 2 ForwardHealth Portal Login

Note: The login box can also be accessed by clicking the Provider icon on the home page of the ForwardHealth Portal.

3. Enter your username.
4. Enter your password.
5. Click **Go!** Your secure Provider page will be displayed.

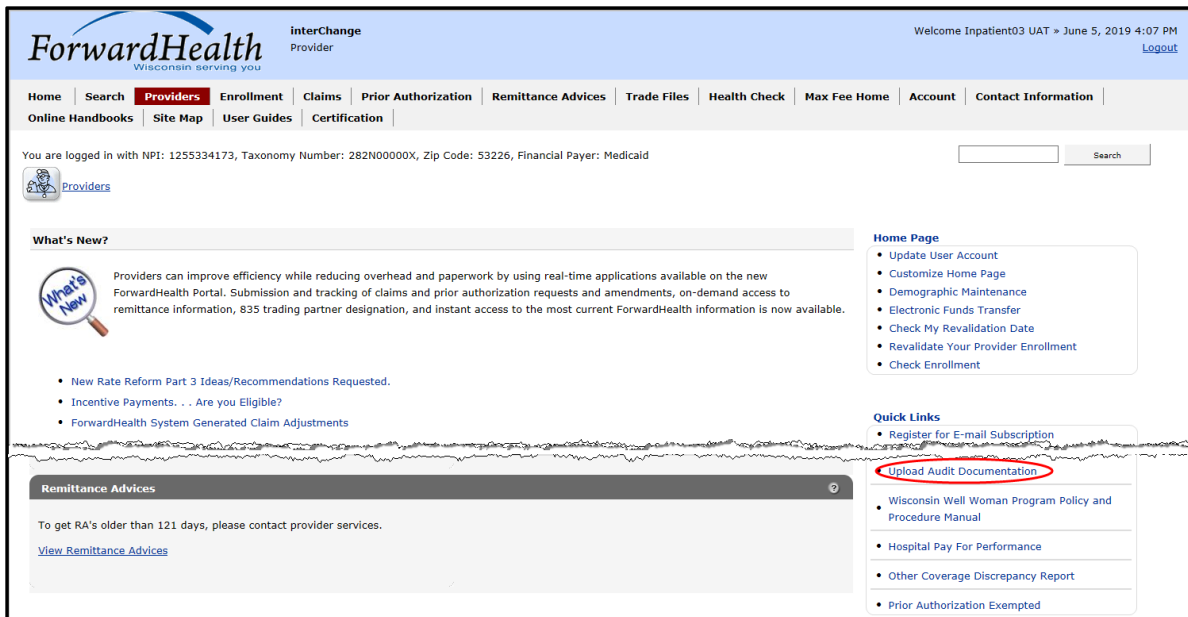


Figure 3 Secure Provider Page — Upload Audit Documentation Link

6. Click **Upload Audit Documentation** in the Quick Links section. The Upload Audit Documentation page will be displayed.

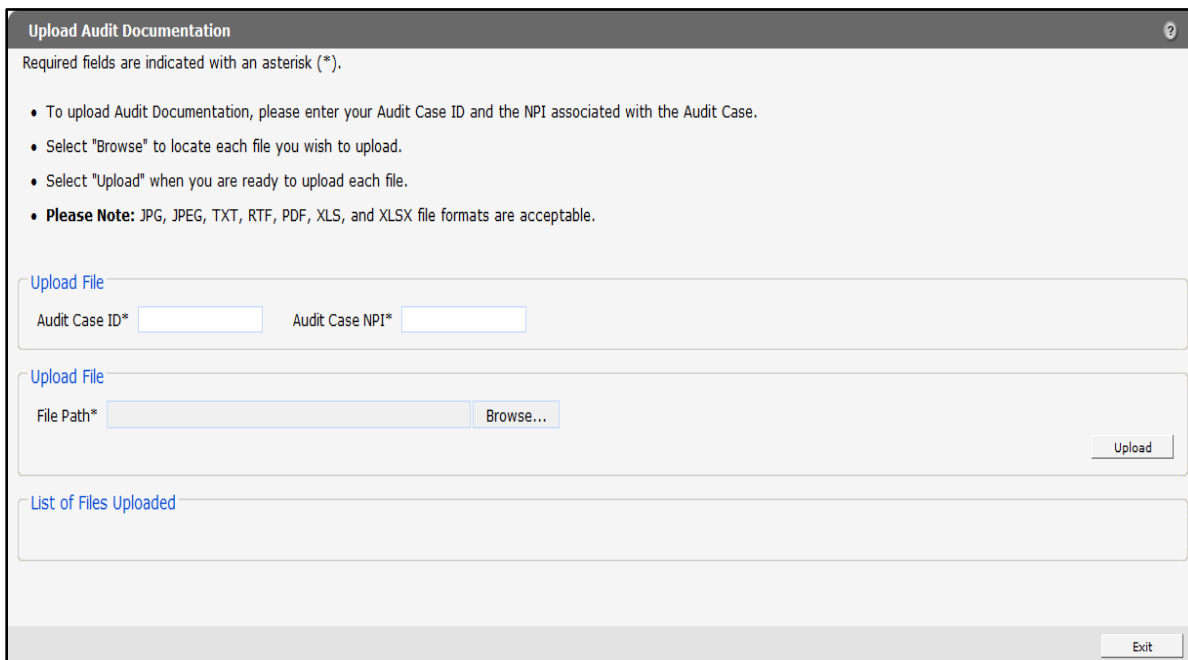


Figure 4 Upload Audit Documentation Page

7. Enter the audit case number into the **Audit Case ID** field.
8. Enter the audit case NPI associated to the Audit Case ID into the **Audit Case NPI** field.
9. Click **Browse**. The Choose file window will be displayed.

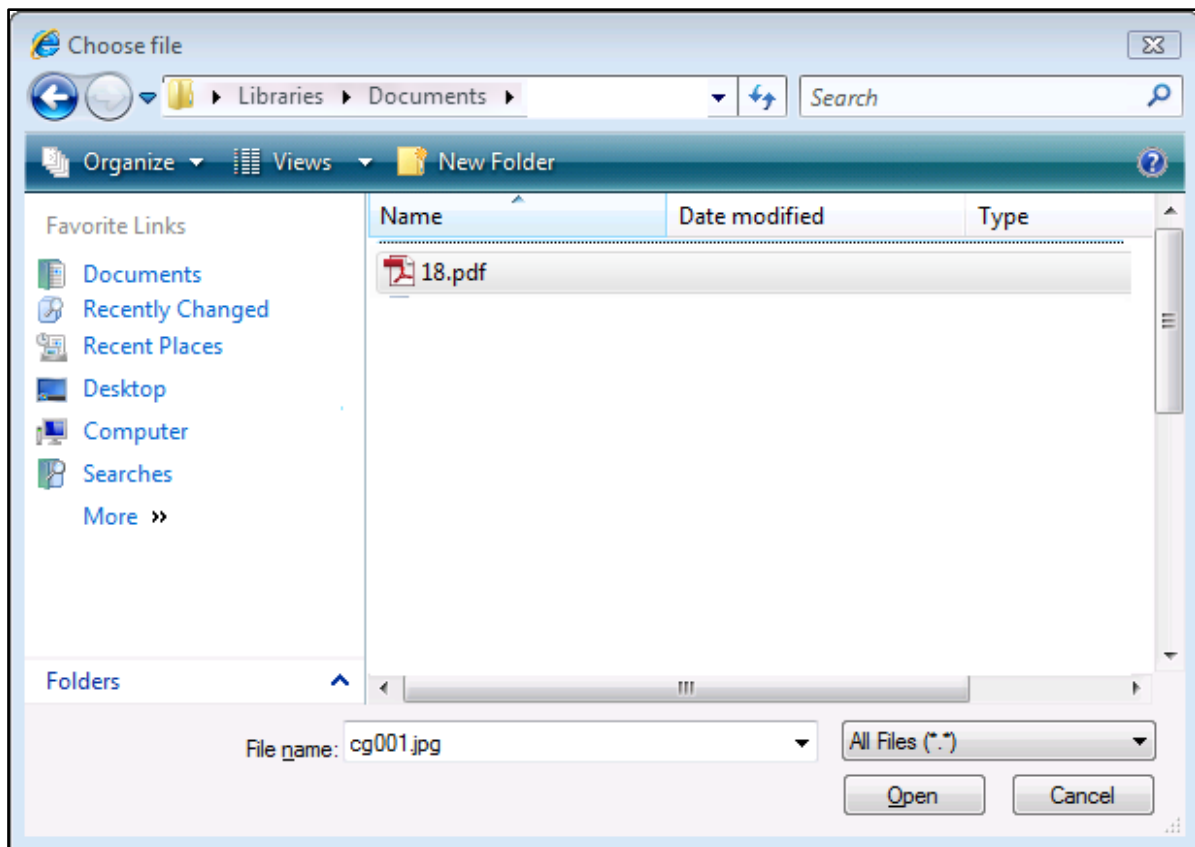


Figure 5 Choose File Window

10. Navigate to the appropriate computer or network location and select the file you wish to upload.

Note: Files with any of the following extensions may be uploaded: .jpg, .jpeg, .pdf, .rtf, .txt, .xls, and .xlsx. Microsoft® Word files (.doc) cannot be uploaded but can be saved and uploaded in .txt formats.

Photographs, X-rays, and dental models may be uploaded through the Portal if the images are in a .jpg or .jpeg format or created with OrthoCAD™ software (available free on the Web).

11. Click **Open**. The Choose file window will close and the file path will be displayed in the File Path field.



Figure 6 Upload File Section

12. Click **Upload**. The uploaded file will be displayed in the “List of Files Uploaded” section at the bottom of the panel, and a confirmation message will be displayed above the panel.

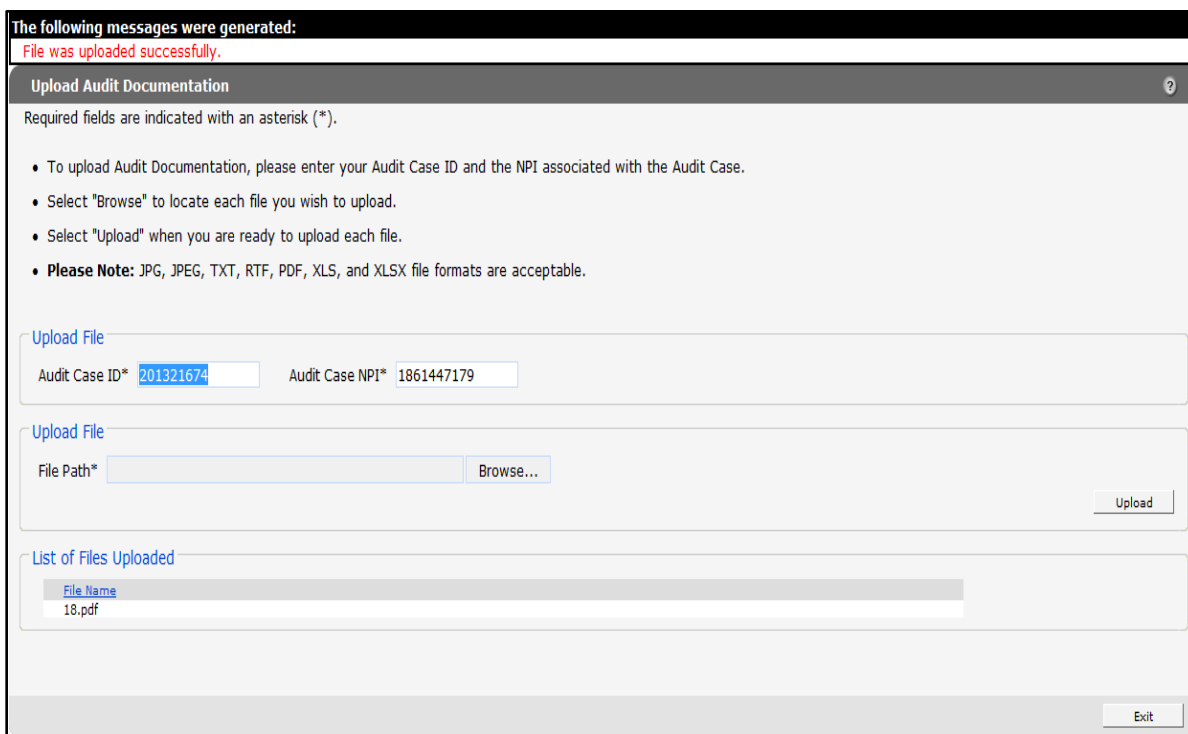


Figure 7 File Uploaded Successfully

13. Upload as many files as necessary.

14. When all files have been uploaded, click **Exit**. You will be returned to your secure home page.