Instruction Sheet

ForwardHealth Portal
Uploading Audit Documentation

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WISCONSIN DEPARTMENT
of HEALTH SERVICES

Upload Audit Documentation

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

For ease of access, the user will need to organize and name those files in the following suggested naming convention prior to uploading files to the Portal:

[Category]_Record

The **category** can be a provider's name, a member's name, or an employee's name. Related records can be split across multiple files, and numbered 1, 2, 3, etc. Refer to the following examples below:

JaneDoe_Record_1
JohnDoe_Record_2
JuneDoe_Record_3

Current maximum file size is 20 MB. There is no limit to the number of files that the user can upload.

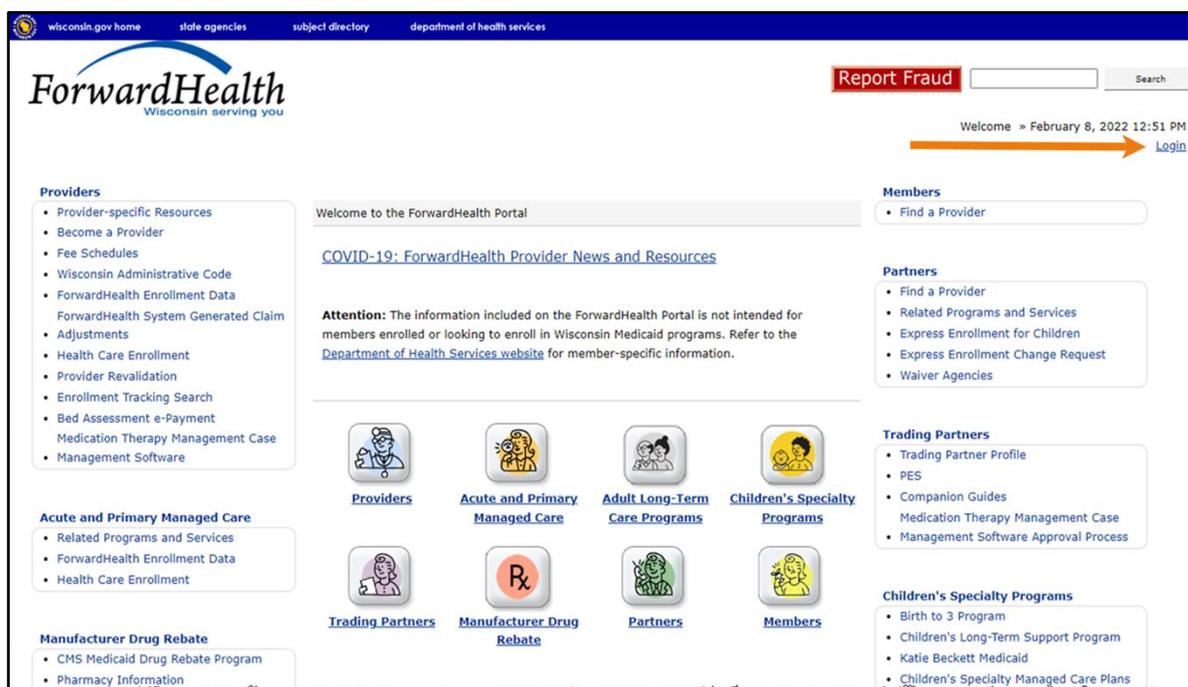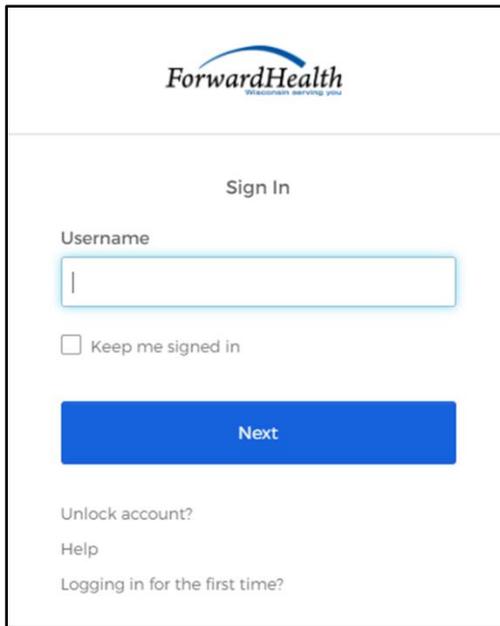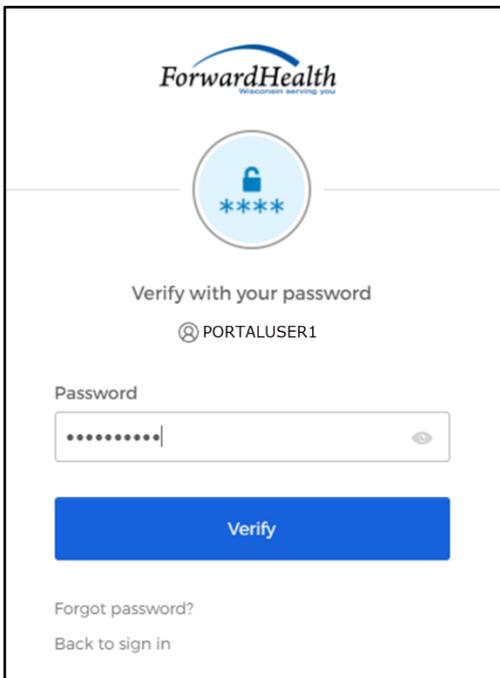1. Access the ForwardHealth Portal at https://www.forwardhealth.wi.gov/.

Figure 1 ForwardHealth Portal Page

2. Click **Login**. A Sign In box will be displayed.

Figure 2 Sign In Box

3. Enter the user's username.

4. Click **Next**. A Verify with your password box will be displayed.

Figure 3 Verify With Your Password Box

5. Enter the user's password.

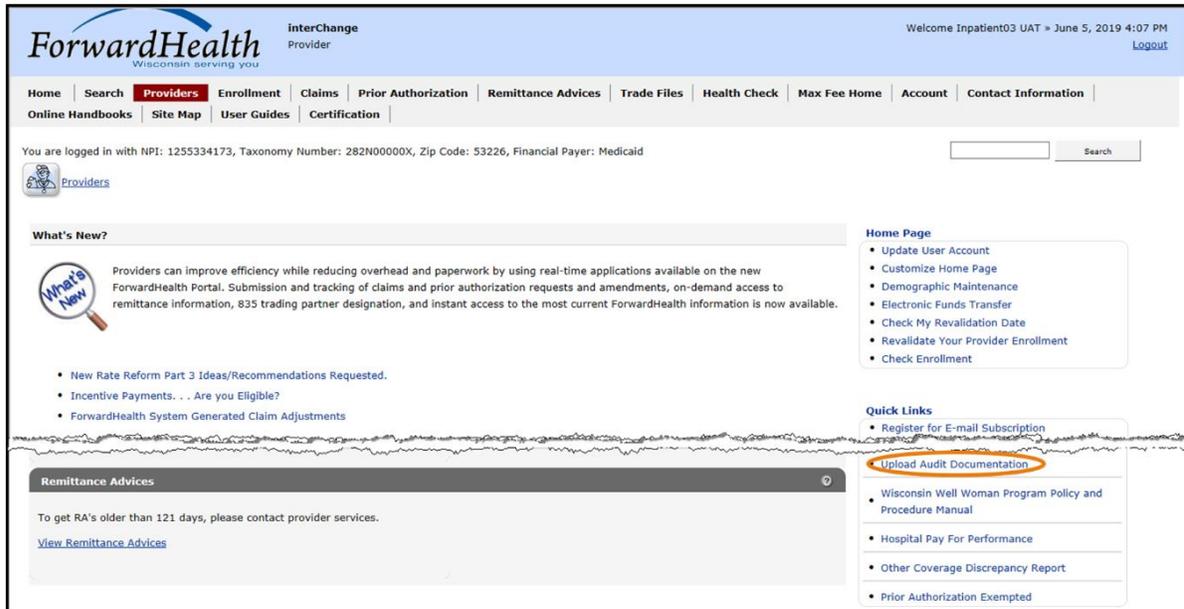6. Click **Verify**. The Secure Partner page will be displayed.

Figure 4 Secure Provider Page—Upload Audit Documentation Link

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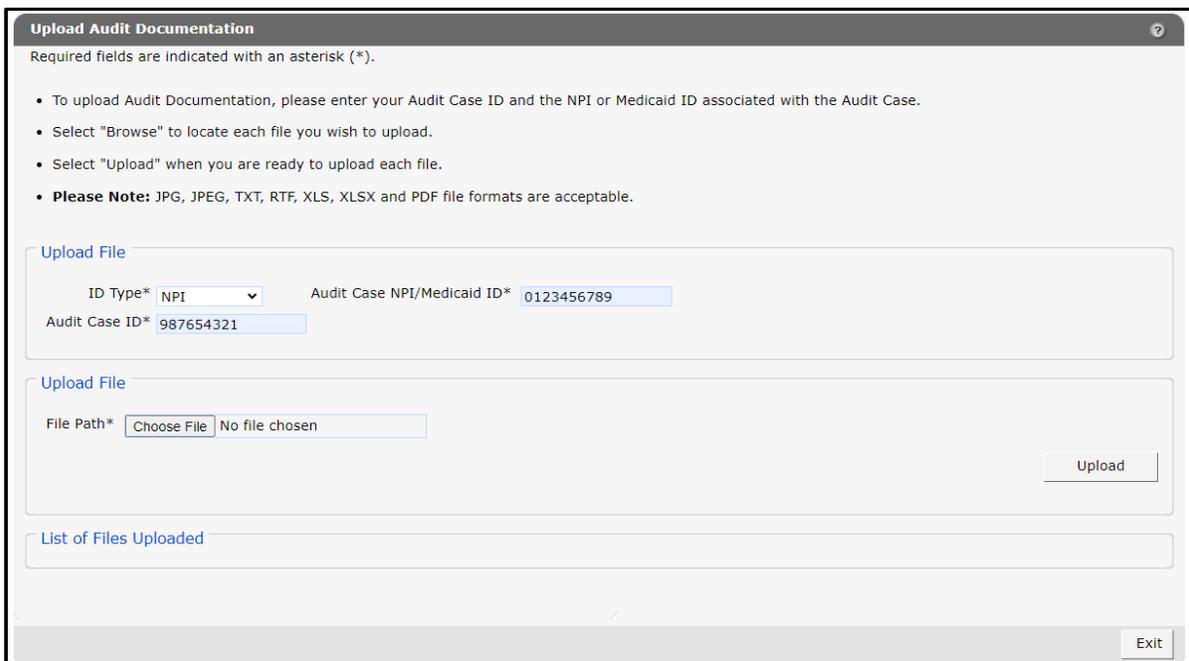

Figure 5 Upload Audit Documentation Page

8. Select National Provider Identifier (NPI) or Medicaid ID from the **ID Type** drop-down menu.

9. Enter the NPI or Medicaid ID into the **Audit Case NPI/Medicaid ID** field.

10. Enter the audit case identifier into the **Audit Case ID** field.

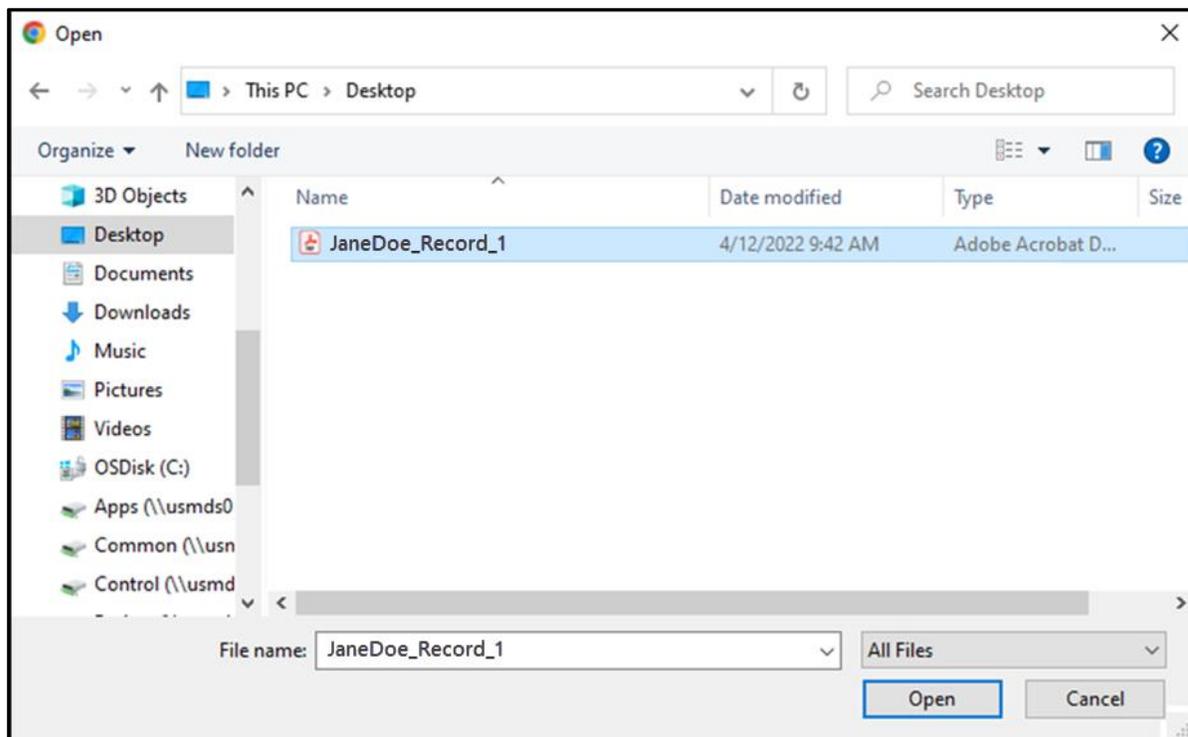11. Click **Choose File**. The Open window will be displayed.

Figure 6 Open Window

12. Navigate to the appropriate computer or network location and select the file 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 .pdf or .txt formats.

    Photographs, X-rays, and dental models may be uploaded through the Portal if the images are in a .jpg or .jpeg format.

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

Figure 7　Upload File Section

14. 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 8　File Uploaded Successfully

15. Upload as many files as necessary.

16. When all files have been uploaded, click **Exit**. The user will be returned to the secure homepage.