

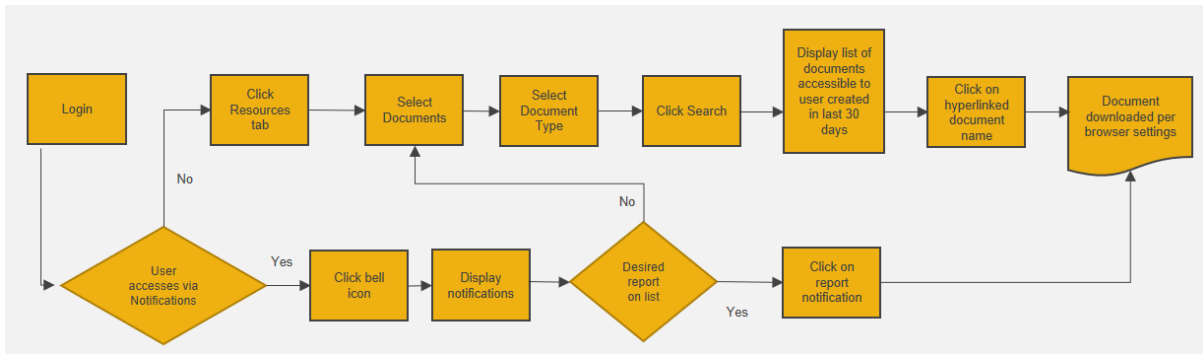
Provider Portal

Documents – Search and View

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the Provider Portal – Documents.



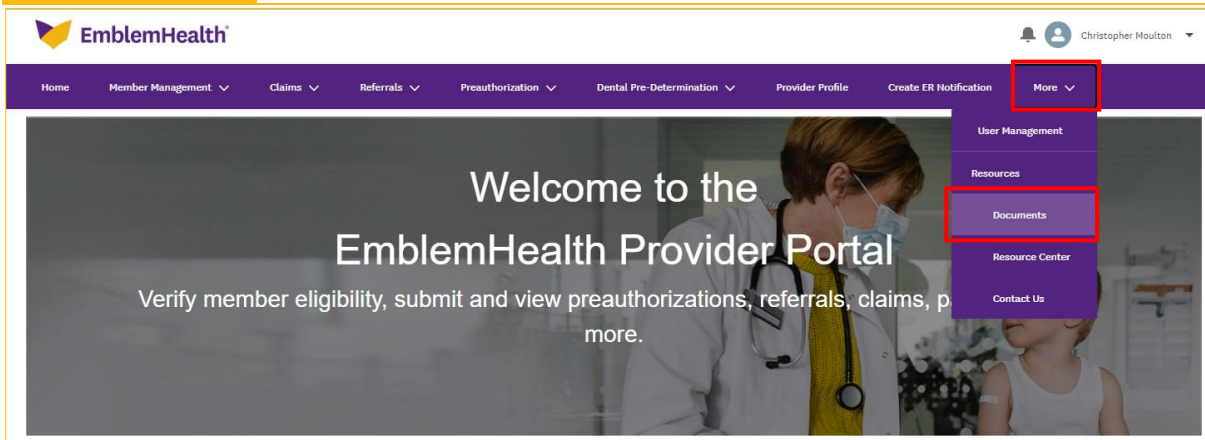
Let us look at the steps for the documents portion within the Provider Portal.

Purpose: Search and view the available documents.



Step 1:

1. From the EmblemHealth **Homepage**, click the **More** drop down.
2. Select **Documents**.





Step 2:

The **Documents** page will display.

1. Click **Document Type** drop down and select type of document or report.
2. Click **Search**.

Documents

Click on the document name to download your report

Document Type *

Claims Bulk Export Report



Reset Search

Search



Below are the options available in the **Document Type** drop-down.

Documents

Click on the document name to download your report

Document Type *

Claims Bulk Export Report



All Reports

Claims Bulk Export Report

Concurrent Review Status Report

Home Health Status Report

Member Bulk Eligibility

PCP Member Panel Report

Preauthorizations Bulk Export Report

Referrals Bulk Export Report



Step 3:

1. Click **Reset Search** to select another document.

Documents

Click on the document name to download your report.

Document Type*
Claims Bulk Export Report

Reset Search

Search



Step 4:

1. Click any Document from search results to view and download.
Note: If no documents appear, you will receive an error message. You must export your document before you can view it. (Documents are only available for 30 days, then will need to be re-downloaded via the Export to Excel option)

Documents

Click on the document name to download your report.

Search By *
Claims Bulk Export Report

Reset Search

Search

Filter By 

Name	Created Date	Expiry Date
Claims_Lucy_Livingston_02192021_102626.csv	02/19/2021	03/21/2021
Claims_Lucy_Livingston_02012021_111523.csv	02/01/2021	03/01/2021

Total Records: 2

< Showing 1 - 2 >

Thank
You

