Hill Physicians Access Express Quick User Guide
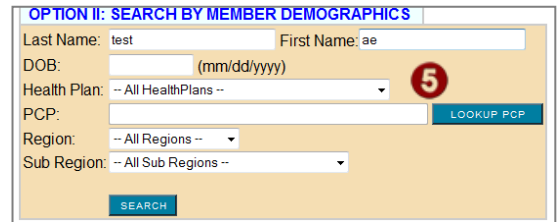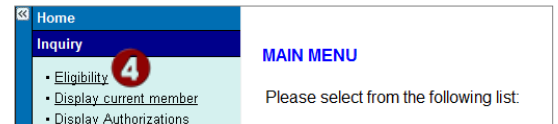## Attachments (Clinical Notes) Submission

Note: If you are at the Authorization Summary page, skip to step 9.

1. From your browser, go to www.hillinsite.com and login.

2. Click the **eAuthorizations** link under the Patient section.

Message from webpage

⚠ Now you are redirected to Access Express

3 OK

3. Click **OK** to the prompt. Access Express will open in a new window.

Home

Inquiry

• Eligibility 4

• Display current member

• Display Authorizations

MAIN MENU

Please select from the following list:

4. From the Inquiry menu, click **Eligibility**.

OPTION II: SEARCH BY MEMBER DEMOGRAPHICS

Last Name: test   First Name: ae

DOB: (mm/dd/yyyy)

Health Plan: -- All HealthPlans --   5

PCP: LOOKUP PCP

Region: -- All Regions --

Sub Region: -- All Sub Regions --

SEARCH

5. Within the Option II search box, enter search criteria and press **Enter,** or click the **Search** button.

6. Click on desired member name.

SELECT MEMBER

Member Name	DOB	Sex	Health Plan
* TEST-HPMG, AE-GIRL2 6	9/26/2006	F	Blue Cross Commercial
* TEST-HPMG, AE-MAN-CHANGE	5/20/1946	M	Health Net Commercial an
TEST-HPMG, AE-MEMBER	12/3/1986	F	Blue Cross Commercial
TEST-HPMG, AE-WOMAN	12/23/1998	F	Blue Shield CalPERS

<< FIRST < PREV NEXT > LAST >> (Page: 1 of 1. Total Records

7. Click the **View Authorizations** link at the top of the page. Alternately, Click **Display Authorizations** from the Inquiry menu.

   Tip: Do not confuse the 'View Authorizations' link with the 'View Authorizations in Hill inSite' link.

SELECTED MEMBER

[View Authorizations in Hill inSite] [inSite] [View authorizations] [Se 7

8. Click on the desired authorization date link.

   The Authorization Summary page displays. This page displays the authorization number, status and detailed authorization information.

Date ⊗	AuthNumber ⊗
8 2/19/2014	00826709

9. Click the **Upload Attachments** link at the bottom of the page. The link may read **Upload/View Attachments** if the authorization already has one or more attachments.

9 [Upload Attachments]

10. Browse for the attachment, type a description, and click **Upload**. When done, click **Return**. For detailed instructions on the upload process, see page 2.

Authorization Attachment

No attachments currently exist.

Upload New Attachment

File: Browse...

Description:

10   UPLOAD

• Permitted file extensions are: bin, doc, docx, efx, gif, htm, html, jpeg, jpg, pdf, tif, tiff,

• File size limit is: 5000 KB

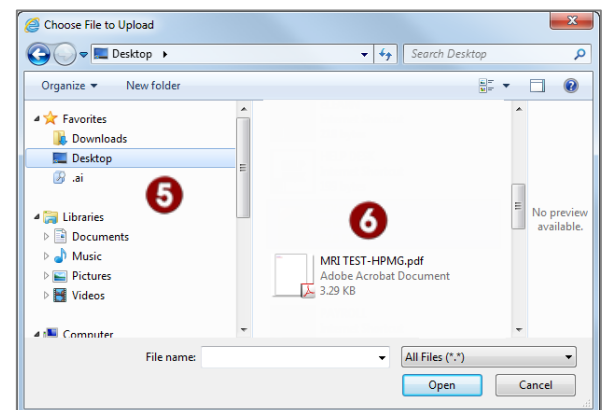RETURN

Upload Attachments Detail

Attachments include clinical data, chart notes, images, or other documentation related to the member's authorization request.

1. Follow the steps 1–8 on page 1 to access the Authorization Summary page.

2. Click the **Upload Attachments** link. The link may read **Upload/View Attachments** if previous authorization attachments exist.

3. The Authorization Attachment page displays.

4. Click the **Browse…** button to locate the file you wish to attach.

   Note: Acceptable file formats are bin, doc, docx, efx, gif, htm, html, jpeg, jpg, pdf, tif, tiff, txt, xls, xlsx, xml, xps, xsn.

5. Find the desired file on your computer:

   - You need to know where the file is saved on your computer. For example, the file may be saved to your desktop, or in your Documents folder.

   - If your office uses Hill Physicians' NextGen system, you should export your chart notes to the g:\drive (shared drive). You can then upload exported NextGen files from the g:\drive.

6. Double-click on the desired attachment.

7. Type a description of the attachment.

8. Click the **Upload** button and wait for the progress dialog box to close.

9. Repeat steps 4–8 for each attachment.

10. Click the **Return** button when done. You will be returned to the Authorization Summary page.