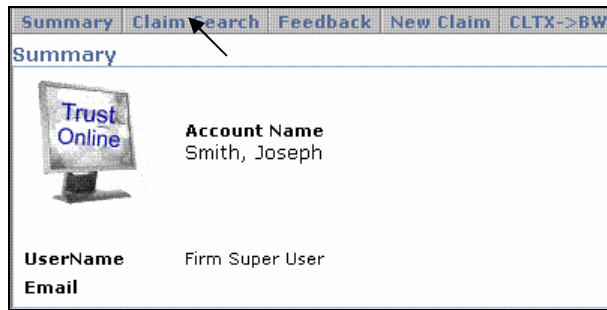# Uploading Documents to Existing Claims

Find the Claim

- From the Summary page, click on the Claim Search link on the top menu bar:

- On the Claim Search page, enter the claim criteria and click on the <**Search**> button.

- From the Search grid, click on the Claimants name to open the individual summary page. (*note – The claim will open in a new window and each subsequent click on the claimant's name will open another new window*)

- Maximize new window (*if necessary*) to view entire claim summary page.

Instructions on Uploading Document

1. Click on the <**Document**> button.

General	Medical	Deficiency	Changes	
Claim Form		Documents		Print Claim Form

2. Click on the <**Edit**> button. (*note – the user's full name will be displayed in the 'Being Edited by:' section*)

Next	Finish	Edit	Cancel	Deficiencies	Show

There are no documents.

3. Click on the <**Upload Document**> button.

Next	Finish		Deficiencies	Show

There are no documents.

Create Cover Sheet	Upload Document

4. Select the type of document from the **Document Type** drop-down box, and enter any necessary comments.

Add Document

Document Type	Physical Exam
Comments	Report Date 1/21/01
Choose Document	Browse...

| Send Document	Cancel

- **Note**: *When uploading several documents of the same type, it is advisable to add a comment to differentiate between documents of the same type. This will also facilitate the review process.*

Document ID	Document Type	Comment
266944	Physical Exam	Report Date 12/15/97
268937	Physical Exam	Report Dated 1/21/01

5. Click on the <**Browse**> button.

6. From the Choose file box, select the document to be uploaded and click on the <**Open**> button.
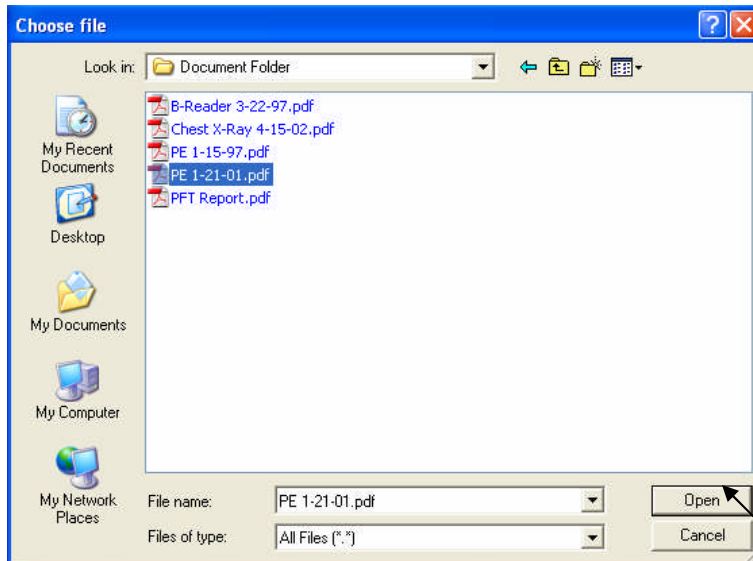
7. Click on the <**Send Document**> button once the Choose Document field has been populated with the physical address of the document.

8. The uploaded document creates a record which includes Document ID, Document Type, Comment, Received (date), Edited By, Edited, Created By and Created (date). The last field displays a yellow pencil, a print icon and a blue arrow. (*See Appendix C – Document Terms, Icon & Usage*)

							Save To File < 1 to 1 of 1 >	
Document ID	**Document Type**	**Comment**	**Received**	**Edited By**	**Edited**	**Created By**	**Created**	
269092	Physical Exam	Dated 1-21-01		tpearlman	1/26/2007	tpearlman	1/26/2007	✏ 🖨 🔷

9. After uploading the documents, proceed to the Finish page by either clicking on the <**Finish**> button or the **Finish Claim** tab located on the left side menu bar.

10. At the Finish page, you <u>must</u> complete the electronic submission of the supporting documents by clicking on the <**Submit Claim**> button.

   - **Note:** If after uploading the documents, the user times out or closes out of the claim without proceeding to the Finish page, the claim will still appear to be edited by the last user and the Trust will not be able to continue with the Review process of the claim.