

# How to get set up with a secure SharePoint folder

Contact your ACN's Provider Programs Specialist with questions.

## How to request a secure SharePoint folder

#### Step 1: Send us an email. To request access to a Priority Health secure SharePoint To RA@priorityhealth.com $\geqslant$ folder, email our Risk Adjustment team at Send Cc RA@priorityhealth.com. Subject SharePoint secure setup CC: Your ACN's Provider Programs Specialist Subject: Secure SharePoint setup Site or ACN name, all email addresses for individuals that should have access to upload documents. Include: Your ACN or site name and the names and email addresses of anyone you'd like to have access to the site

### Step 2: Keep an eye out for an email from our Risk Adjustment team.

You'll receive a confirmation email with folder access once your SharePoint folder is ready.

ic ک
Waker, Andrea shared a folder with you
Here's the folder Andrea has shared with you.
Test 2.0
(2) This limit only works for the about weighteds of This reasonage. Open
Topos
Monach Connect Name



## How to use your secure SharePoint folder

#### Uploading your documents.

**Drag and drop** the documents you want to send us into your SharePoint folder. Then, select **Upload.** 

You can upload as many records as needed to SharePoint at any given time. SharePoint is especially helpful for sending large volumes of documents, or even smaller volumes of documents that max out email size limits.

**Note: PDF** is the preferred format for uploading documentation.

Documents > Test 2.0		See al
- Upload -	Edit in grid view 😬 Share 💿 Copy link 🧯 Sync 🗼 Download 🧕 Export to Exc	cel 📑 All Documents* 🕤 💿
🗅 Name –	Modified i - Modified By -	
	1	
	This folder is empty	

## How to know your documentation was reviewed.

You'll know your records were reviewed when they're moved to the **Completed** folder.

Docur	ments > Secure Folders > <b>TEST</b> &
	🗅 Name 🗸
	Completed

