

# 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 folder, email our Risk Adjustment team at [RA@priorityhealth.com](mailto:RA@priorityhealth.com).

**CC:** Your ACN's Provider Programs Specialist

**Subject:** Secure SharePoint setup

**Include:** Your ACN or site name and the names and email addresses of anyone you'd like to have access to the site



Send To Cc Subject

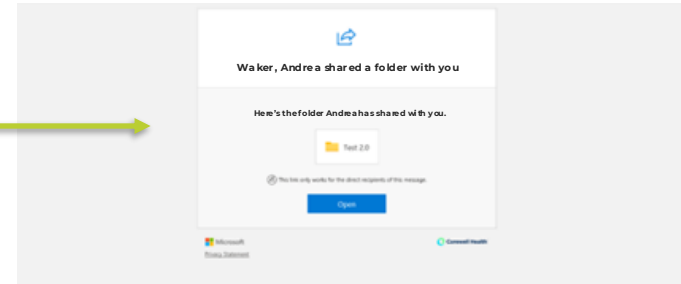
RA@priorityhealth.com

SharePoint secure setup

Site or ACN name, all email addresses for individuals that should have access to upload documents.

## 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.



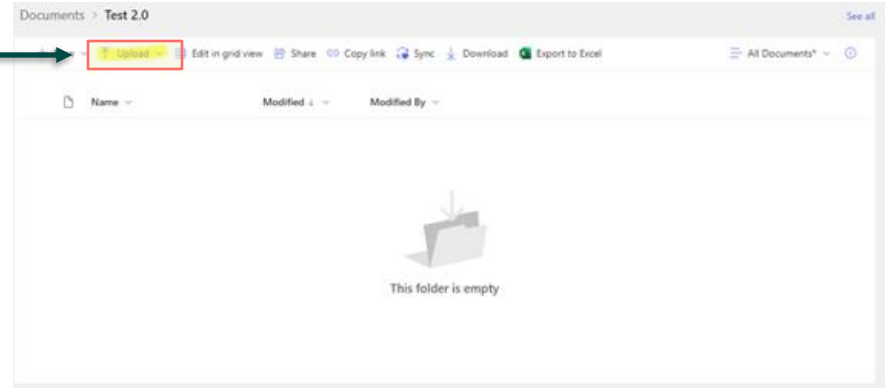
# How to use your secure SharePoint folder

## 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.



## How to know your documentation was reviewed.

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

