



PROVIDER PORTAL: Uploading Documents

ARMedicaid

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Home

Home

Login

*User ID

Log In

[Forgot User ID?](#)
[Register Now](#)
[Where do I enter my password?](#)

What can you do in the Provider Portal

Through this secure and easy to use internet portal, healthcare providers can submit claims and inquire on the status of their claims, inquire on a patient's eligibility, upload files containing 837 transactions, and search for another provider. In addition, healthcare providers can use this site to locate claim forms, provider participation materials and other health plan information and resources.

[FAQs](#) [Links and Tools](#) [Learn More About](#)

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[Website Requirements](#)
[Provider Manual](#)

Protect Your Privacy!
Always log off and close all of your browser windows

Would you like to enroll as a Provider or a Trading Partner?
[Provider](#)
[Trading Partner](#)

Looking for a Doctor or Hospital near you?
[Search Providers](#)

DHS-703 form
[Fill out Medical Eligibility Application](#)
[Check Status of Medical Eligibility](#)

1. Go to the portal landing page and log in using your **User ID** and **password**.

If you do not have a User ID and password, click Register Now or see the JOB+AID “[Registering on the Portal](#).”

If you have already logged in, skip to **step 2**.





PROVIDER PORTAL: Uploading Documents (Continued)

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[PCP Information](#) | [Provider LTC Census](#) | [Search Update Requests](#) | [Submit an Update Request](#)

Provider Functions Friday 08/14/2020 03:33 PM CST

Provider Name UNIVERSITY HOSPITAL **Role IDs** [Provider - In Network - 111111112 \(NP\)](#)

3 **Provider Functions**

- [PCP Information](#)
- [Provider LTC Census](#)
- [Search Update Requests](#)**
- [Submit an Update Request](#)

[Privacy Notice](#)

2. To search or submit update request, click on **Provider Functions**.
3. Click **Search Update Requests** link.



PROVIDER PORTAL: Uploading Documents- "Search Update Requests"

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Friday 08/21/2020 11:07 AM CST

Provider Name PCP PROVIDER**Role IDs** Provider - In Network - 111111112 (NF ▼)

Search Update Requests

Enter your search criteria and click the Search button. The default search will return requests from the last 7 days, plus any In Process requests.
Either Tracking ID or From and To Date are required.

Tracking ID Request Type Status From Date To Date [New Request](#)[Search](#)[Clear](#)

Search Results

Click the **Tracking ID** to view more detail about the update request.

Tracking ID	Request Type	Submit Date	Status
22	MEDICARE UPDATE	08/20/2020	IN PROCESS
21	ADDRESS CHANGE FORM	08/20/2020	IN PROCESS

4. Search by: tracking ID, request type, status, from and to date.

5. Click [Tracking ID](#) link to view the request.

For more information call **1-800-457-4454****ARKANSAS DEPARTMENT OF
HUMAN SERVICES**



PROVIDER PORTAL: Uploading Documents - "Search Update Requests"

View Update Request [Back to Search Results](#) ?

This request has been submitted. No updates can be made at this time.

Tracking Number 22
Submit Date 08/20/2020
Request Type MEDICARE UPDATE
Status IN PROCESS

Attachments		
	File Name	Attachment Status
+	A TEST FORM.DOCX	IN PROCESS

6. Once complete you can view the status of your request.

View Update Request [Back to Search Results](#) ?

This request has been submitted. No updates can be made at this time.

Tracking Number 22
Submit Date 08/20/2020
Request Type MEDICARE UPDATE
Status IN PROCESS

Attachments		
	File Name	Attachment Status
+	A TEST FORM.DOCX	IN PROCESS

7. Click the '?' for information.



PROVIDER PORTAL: Uploading Documents - "Search Update Requests"

Home | Eligibility | Claims | Care Management | **Provider Functions** | Files Exchange | Resources

PCP Information | Provider LTC Census | Search Update Requests | **Submit an Update Request**

[Provider Functions](#) > [Search Update Requests](#) > Submit an Update Request Friday 08/21/2020 11:26 AM CST

Provider Name PCP PROVIDER **Role IDs** Provider - In Network - 111111112 (NP ▼)

View Update Request [Back to Search Results](#) ?

This request has been submitted. No updates can be made at this time.

Tracking Number 22
Submit Date 08/20/2020
Request Type MEDICARE UPDATE
Status IN PROCESS

Attachments	
	File Name
	A TEST FORM.DOCX

Attachment Status
IN PROCESS

8. Click the [Back to Search Results](#) link to do more searches or create a [New Request](#).

PROVIDER PORTAL: Uploading Documents - “Submit an Update Request”

Provider Name PCP PROVIDER
 Role IDs Provider - In Network - 111111112 (NP)

Provider Functions

- PCP Information
- Provider LTC Census
- Search Update Requests
- Submit an Update Request**

Search Update Requests

Enter your search criteria and click the Search button. The default search will return requests from the last 7 days, plus any In Process requests. Either Tracking ID or From and To Date are required.

Tracking ID
Request Type
Status
From Date **To Date**

New Request **Search** **Clear**

Search Results

Click the **Tracking ID** to view more detail about the update request.

Tracking ID	Request Type	Submit Date	Status
22	MEDICARE UPDATE	08/20/2020	IN PROCESS
21	ADDRESS CHANGE FORM	08/20/2020	IN PROCESS

- Enter a **New Request** from provider Functions tab by selecting **Submit an Update Request** or in **Search Update Request** and click the **New Request** button.



PROVIDER PORTAL: Uploading Documents - "Submit an Update Request"

Provider Name PCP PROVIDER

Role IDs

Provider - In Network - 1111111112 (NP ▼)

Submit an Update Request ?

Select the Request type that is being made and add any necessary attachments before submitting. Once the documents have been uploaded, click the submit button to allow your request to be processed.

* Request Type EPSDT FORM ▼

Attachments -

Fill out all required fields before submitting.

	File Name	Attachment Status	Action
<input type="checkbox"/> Collapse			
Upload File:	<input type="text"/>	<input type="button" value="Select"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

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10. Click **Select** button to upload an attachment.

Submit an Update Request ?

Select the Request type that is being made and add any necessary attachments before submitting. Once the documents have been uploaded, click the submit button to allow your request to be processed.

* Request Type EPSDT FORM ▼

	File Name	Attachment Status	Action
<input type="checkbox"/> Collapse			
Upload File:	<input type="text"/>	<input type="button" value="Select"/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			

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11. After you select your attachment, Click **Add** Button (the document is not uploaded until you click the **Add** button) then click **Submit**.



Home | Eligibility | Claims | Care Management | **Provider Functions** | Files Exchange | Resources

PCP Information | Provider LTC Census | Search Update Requests | **Submit an Update Request**

Provider Functions > Submit an Update Request Friday 08/21/2020 11:49 AM CST

Provider Name PCP PROVIDER Role IDs Provider - In Network - 111111112 (NP ▼)

Submit an Update Request

Select the Request type that is being made and add any necessary attachments before submitting. Once the documents have been uploaded, click the submit button to allow your request to be processed.

* Request Type

Attachments

Fill out all required fields before submitting.

	File Name	Attachment Status	Action
	A TEST FORM.DOCX	Uploaded, Pending Submission	Remove

Collapse

Upload File:

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12. Once the document is uploaded the **Attachment Status** will display **Uploaded, Pending Submission**.