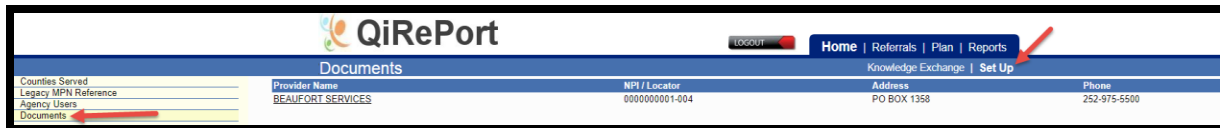


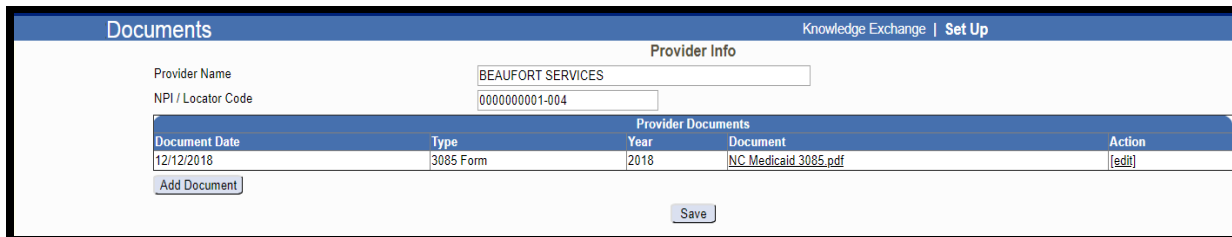
NC Medicaid 3136 & 3085 Form Upload Instructions

The QiRePort system will allow providers to upload the NC Medicaid 3136 (Internal Quality Improvement Program Attestation) and NC Medicaid 3085 (PCS Training Attestation) forms into the system via the Provider Interface (PI). This will allow NC Medicaid to electronically store and maintain completed forms received for each provider. The NC Medicaid 3136 and 3085 forms will be uploaded by the provider following the same rules used by the supporting documents functionality. (Note: Exception to the supporting documents functionality is the forms are uploaded per provider and are not beneficiary specific.)

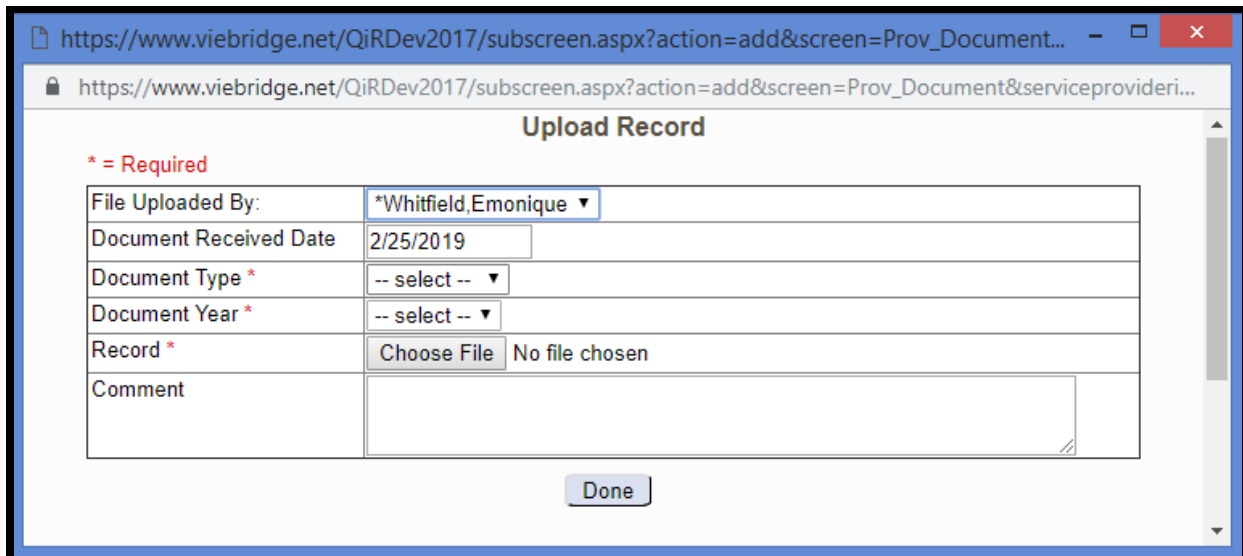
On the PI Setup Menu a “Documents” hyperlink has been added to the left index menu. Selecting this link will bring up the “Documents” screen with the provider name(s)/NPI number(s) associated with the user. (Note: Only Provider Admin users have access to the Setup menu.)



The user will select the provider name hyperlink, to access the “Provider Info” screen. This shows the Provider Name, NPI/Locator Code and Provider Documents table with the “Add Document” button to upload forms.



Selecting the “Add Document” button will bring up the “Upload Record” screen for completion where the user will select the Document Type, Document Year, the Record and the Comment box. (Note: The NC Medicaid 3136 and/or 3085 forms(s) must be saved to the computer or an external device to complete the upload.)



Upload Record

* = Required

File Uploaded By:	*Whitfield,Emonique
Document Received Date	2/25/2019
Document Type *	3085 Form
Document Year *	2019
Record *	Choose File Training-Att...-12.2018.pdf
Comment	

Upload Record

* = Required

File Uploaded By:	*Whitfield,Emonique
Document Received Date	2/25/2019
Document Type *	3085 Form
Document Year *	2019
Record *	Choose File No file chosen
Comment	Training Attestation Form - February 2019

Once the user selects “Done,” the system will place the uploaded document into the Provider Documents table for storage and the user will select the “Save” button to save the record and complete the upload.

Documents Knowledge Exchange | Set Up

Provider Info

Provider Name: BEAUFORT SERVICES
 NPI / Locator Code: 000000001-004

Document Date	Type	Year	Document	Action
2/25/2019	3136 Form	2019	Internal-QIP-Attestation-Form--NC-Medicaid-3136--1.2019.pdf	[edit]
2/25/2019	3085 Form	2019	Training-Attestation-Form--NC-Medicaid-3085--12.2018.pdf	[edit]

Documents Knowledge Exchange | Set Up

Provider Info

Provider Name: BEAUFORT SERVICES
 NPI / Locator Code: 000000001-004

Document Date	Type	Year	Document	Action
2/25/2019	3136 Form	2019	Internal-QIP-Attestation-Form--NC-Medicaid-3136--1.2019.pdf	[edit]
2/25/2019	3085 Form	2019	Training-Attestation-Form--NC-Medicaid-3085--12.2018.pdf	[edit]

NOTE: If a form is uploaded in error, select the [edit] hyperlink in the Action column, then select the “Remove” button on the ‘Upload Record’ screen and then select “Save.” These steps remove the uploaded form from the system.