

# Healthcare Quality Patient Assessment Form (HQPAF)/Patient Assessment Form (PAF) Uploader

The HQPAF/PAF Uploader was developed to provide an interface that allows multiple users to securely submit HQPAFs/PAFs without issue of failed delivery or suspended access. The HQPAF/PAF Uploader:

- does not require any user credentials
- complies with all HIPAA guidelines to protect your practice and your patient's personal data
- allows anyone in your office to access the site and upload documentation
- securely transmits directly to Optum

The HQPAF/PAF Uploader requires less time and effort than preparing and submitting documentation via mail or fax.

		Patient Assessment Form Uploader
Welcome to the Pa	ient Assessment Form	Uploader
You can use the PAF Uploader to subm	t all Patient Assessment Forms and medical records	for your patients.
Please follow the steps to upload your information. When the process is completed you will receive a confirmation number. Please keep this number for your records. You may be asked to provide the confirmation number if there are any questions	Enter Contact Information     To get started, and assist in properly iden     simply enter the following REQUIRED deta     address. Additional comments and Tax ID     reference to te documents you are upload	tifying your provider location. Ils: your name and email (TN) may be added in ding.
regarding your submission.	Upload Files A maximum of 50 files can be uploaded at files to be uploaded, and select the .pdf ou and drop feature or selecting them from t	t a time. Enter the number of r .tif documents using the drag the browser window.
	3 Receive Confirmation Please keep the confirmation number for asked to provide the confirmation numbe	your records. You may be r if there is a question

## To get started, please visit: optumupload.com

- 1. Prepare your HQPAFs/PAFs, progress notes and any additional supporting documentation. The HQPAF/PAF Uploader only supports the following file types: .pdf and .tif (.jpeg files **are not** supported).
- 2. All components of the HQPAF/PAF (that is, HQPAF/PAF cover sheet, completed progress notes, additional documentation, etc.) must be submitted as one PDF, per member. Users may upload and submit multiple PDFs simultaneously, up to 50 non-password protected files, up to a maximum size of 10MB each.
- 3. Each member's information must be contained in a separate PDF, resulting in one PDF, per member. For example, a user may submit 10 PDFs, representing 10 different members.
- 4. Click the "?" in the upper right corner to display this help document at any time.

Please see below for helpful instructions to create a single PDF, per member, from all associated documents. You will need Adobe® Acrobat® (or other PDF conversion software) to complete the process.

- 1. Enter your name (required)
- 2. Enter your email address (required)
- 3. Enter TIN (optional)
- 4. Enter any comments about the files being uploaded. Questions about status or receipt will not be answered. (optional)
- 5. Click "Next"

Contact Information 😔	Upload Files 🛛 Confirmation
Contact Information	*Required Fields  Full Name*  Email Address*
	Tax ID (TIN) Comments
	Characters available: 500 Previous Next

- continued on other side -

- 1. Enter the number of files you will be uploading. The file size limit for a single file is 10MB and a maximum of 50 files can be submitted at once. This number will allow an accurate accounting of all HQPAFs/PAFs submitted.
- 2. Click "Upload" when ready to proceed.

Contact Information Θ	Upload Files Θ	Confirmation		t Resulted Fields
	Number of Files Uploading*			negunus riellos
3		Drag and Click	Drop Files Here or to Browse	
			Previous	Remove All

Δ

1. Retain your confirmation number in the event you have questions about the submission.

		Patient Assessment Form Uploader		
Thank You! Your files have successfully been processed. Confirmation #OPO-1460984279476				
Upload Date: IP Address: Full Name: Email Address: Galded File Names: Addred File Names:	Mon Apr. 18.2016 07:57:59 GMT-0500 (Central Daylight Time) 1723: 19.10 128 Monghan Kasenhalt mkarelinakilerbartlinder.com 2.16609642798270, 398113722,Apdf 1.4609842798270,3981137224.pdf			

# **Document merging instructions**

The instructions below are specific to Adobe® Acrobat® X Pro<sup>™</sup>. For other versions of Adobe® Acrobat®, please visit <u>adobe.com</u>. For assistance with using other PDF conversion programs, please refer to the instructions included with your product

- 1. Launch Adobe Acrobat and open the member's HQPAF/PAF cover sheet.
  - » Under "Tools" menu, locate and select "Pages"
  - » Select "Insert from File" (located under "Insert Pages"). A new pop-up window will appear.
  - » Navigate to the folder where the member-specific HQPAF/PAF documentation is stored. This may include progress notes and supplemental documentation. *All documents must be in PDF prior to starting the merging process. If the documents are not PDFs, please complete the PDF conversion process first.*
- Select the first document to insert. (For example: John\_Doe\_ProgressNote. PDF)
- 3. A new pop-up window will appear asking if the selected PDF should be inserted before or after the document which is currently open. Select "After".
- 4. Repeat step 3 until all additional PDF documentation for that member has been added.
- 5. When all files have been added, save the new PDF using the following naming convention:

MemberLastName\_MemberFirstName\_MemberID.pdf (For example: Doe\_John\_012345678.pdf)

6. Repeat this process to create a single PDF for each member whose HQPAF/ PAF you are submitting via the PAF Uploader.



Eden Prairie, MN 55344

This guidance is to be used for easy reference; however, the ICD-10-CM code book and the Official Guidelines for Coding and Reporting are the authoritative references for accurate and complete coding. The information presented herein is for general informational purposes only. Neither Optum nor its affiliates warrant or represent that the information contained herein is complete, accurate or free from defects. Specific documentation is reflective of the "thought process" of the provider when treating patients. All conditions affecting the care, treatment or management of the patient should be documented with their status and treatment, and coded to the highest level of specificity. Enhanced precision and accuracy in the codes selected is the ultimate goal. Lastly, on April 4, 2016, CMS announced the CMS-HCC Risk Adjustment model for payment year 2017 driven by 2016 dates of service. For more information see: http://www.cms.gov/Medicare/Health-Plans/MedicareAdvtgSpecRateStats/Downloads/Advance2017.pdf, http://www.cms.gov/Medicare/Health-Plans/MedicareAdvtgSpecRateStats/Downloads/Announcement2017.pdf, https://

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The HQPAF/PAF program can help providers identify and address chronic conditions that may otherwise go undiagnosed and/or untreated.

#### Who can I contact if I have questions?

For questions, please contact the Optum Provider Support Center between 5:00 a.m. - 4:00 p.m PST/8:00 a.m. - 7:00 p.m. EST, Monday – Friday, at 877-751-9207 or email:

providersupport@optum.com

## **Additional HQPAF/PAF tools**

Talk to your local Optum Healthcare Advocate for additional tools on the PAF and HQPAF program. This includes the HQPAF Provider Instructions and the HQPAF Provider brochure.

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