



Provider Upload Portal





Submit Records Via Our Secure Provider Upload Portal

Welcome to the Secure Provider Upload Portal. To upload medical records, please follow the three easy steps below.

1. Enter your password:

2. Select the files to upload:

Filename	Size	Status
Drag files here.		
<input type="button" value="Add files"/> <input type="button" value="Remove All"/> 0 files selected 0 b 0%		

Accepted file types include .TIF, .PDF, .XPS, and .ZIP. Limit is 100 MB per file. To select multiple files in the dialog, hold Ctrl while clicking the file names. Press Ctrl-A to select all.

Please provide contact name and phone number below in case there are any issues with the file upload.

3. Upload files.

In the event a file size is too large, records may instead be faxed to (888) 205-0338.

Questions or problems please call provider support at (801) 984-4540.

To successfully complete your document upload, follow steps 1-3 on the form.

NOTES:

- Password = "Client Identifier" located on portal instructions.

Records can be sent by:

1. Uploading the record image to Cotiviti's secure portal at www.submitrecords.com, enter your **Client Identifier: secure62** and select the files to be uploaded.

- Successful uploads are indicated by the following message:

Upload Results

Filename	Result	Reference Number
Test document (1).pdf	Success	11708236

- Unsuccessful uploads are indicated by the following messages:

Not approved file type -

www.submitrecords.com says
 Error: Invalid file extension: Test document (1).jpg

OK

File size to big -

www.submitrecords.com says
 Error: File too large: HC_PR_Introduction-to-Cotiviti_V3.zip

OK