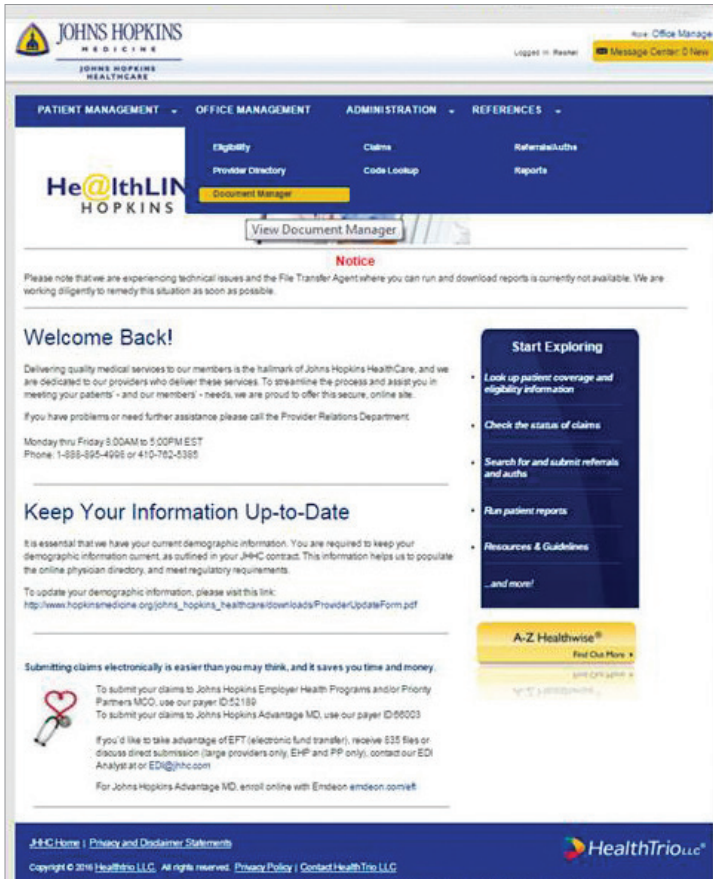


## 1

### The Document Manager



**JOHNS HOPKINS MEDICINE**  
JOHNS HOPKINS HEALTHCARE

Logged in: **Rachel** [Message Center](#) [0 News](#)

**PATIENT MANAGEMENT** **OFFICE MANAGEMENT** **ADMINISTRATION** **REFERENCES**

Eligibility Claims Referrals/Authorizations  
Provider Directory Code Lookup Reports  
**Document Manager**

[View Document Manager](#)

**Notice**  
Please note that we are experiencing technical issues and the File Transfer Agent where you can run and download reports is currently not available. We are working diligently to remedy this situation as soon as possible.

**Welcome Back!**  
Delivering quality medical services to our members is the hallmark of Johns Hopkins HealthCare, and we are dedicated to our providers who deliver these services. To streamline the process and assist you in meeting your patients' and our members' needs, we are proud to offer this secure, online site.  
If you have problems or need further assistance please call the Provider Relations Department.  
Monday thru Friday 8:00AM to 5:00PM EST  
Phone: 1-888-995-4996 or 410-762-6369

**Keep Your Information Up-to-Date**  
It is essential that we have your current demographic information. You are required to keep your demographic information current, as outlined in your JH-C contract. This information helps us to populate the online physician directory, and meet regulatory requirements.  
To update your demographic information, please visit this link:  
[http://www.hopkinsmedicine.org/johns\\_hopkins\\_healthcare/downloads/ProviderUpdateForm.pdf](http://www.hopkinsmedicine.org/johns_hopkins_healthcare/downloads/ProviderUpdateForm.pdf)

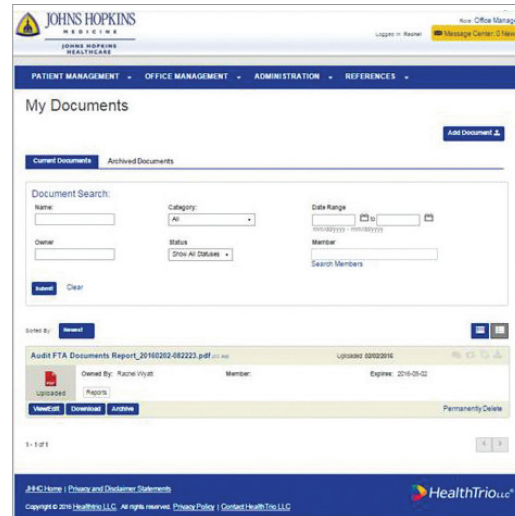
**Submitting claims electronically is easier than you may think, and it saves you time and money.**  
To submit your claims to Johns Hopkins Employer Health Programs and/or Priority Partners MCO, use our payer ID: 52189  
To submit your claims to Johns Hopkins Advantage MD, use our payer ID: 69003  
If you'd like to take advantage of EFT (electronic fund transfer), receive E35 files or discuss direct submission (large providers only, EHP and PP only), contact our EDI Analyst at [EDI@jhmc.com](mailto:EDI@jhmc.com)  
For Johns Hopkins Advantage MD, enroll online with Emdeon: [emdeon.com/enr](http://emdeon.com/enr)

**Start Exploring**

- Look up patient coverage and eligibility information
- Check the status of claims
- Search for and submit referrals and auths
- Run patient reports
- Resources & Guidelines
- ...and more!

**A-Z Healthwise®**  
[Find Out More](#)

JH-C Home | [Privacy and Disclaimer Statements](#)  
Copyright © 2016 HealthTrio, LLC. All rights reserved. [Privacy Policy](#) | [Contact HealthTrio, LLC](#)



**JOHNS HOPKINS MEDICINE**  
JOHNS HOPKINS HEALTHCARE

Logged in: **Rachel** [Message Center](#) [0 News](#)

**PATIENT MANAGEMENT** **OFFICE MANAGEMENT** **ADMINISTRATION** **REFERENCES**

**My Documents** [Add Document &](#)

**Current Documents** **Archived Documents**

**Document Search:**

Name:  Category:  Date Range:

Owner:  Status:  Member:

Sorted By: **Recent**

**Audit FTA Documents Report\_20160202-082223.pdf**

Owned By: **Rachel Wyatt** Member:  Expires: **2016-03-02**

1 - 1 of 1

JH-C Home | [Privacy and Disclaimer Statements](#)  
Copyright © 2016 HealthTrio, LLC. All rights reserved. [Privacy Policy](#) | [Contact HealthTrio, LLC](#)

## 2

### Search Documents – Filters

- Document Name
- Category
- Date Range
- Member
- Status (Downloaded, Received, Uploaded)

**Document Search:**

**Name:**

**Category:**

**Date Range:**     
mm/dd/yyyy - mm/dd/yyyy

**Owner:**

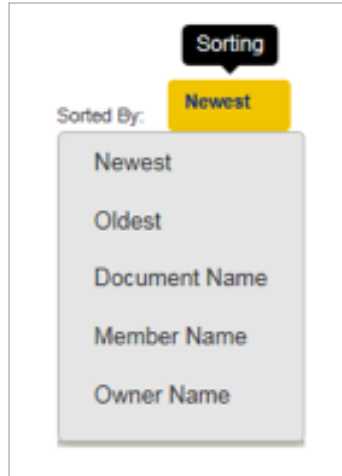
**Status:**

**Member:**

# 3

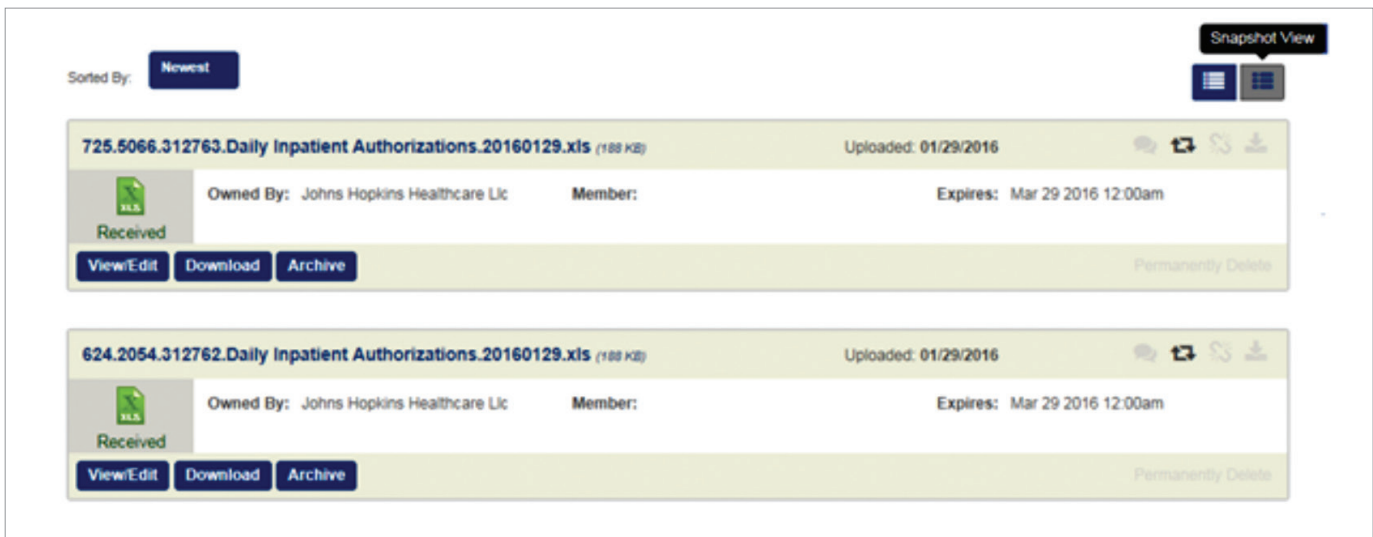
## Sort Documents – Options

- Newest
- Oldest
- Document Name
- Member Name
- Owner Name



# 4

## View Current or Archived Documents Snapshot View



## Table View or List View



# 5

## Quick View Icons:

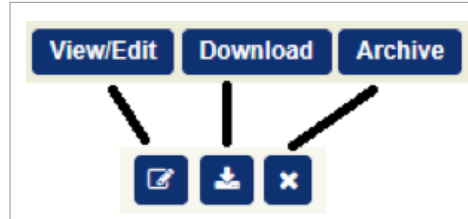
- **Comment** – Shows if there are comments added to the document
- **Share** – Shows if the document has been shared
- **Link to PHR** – Currently not available
- **Downloaded** – Shows if the document has been downloaded



# 6

## Action Buttons

- **View/Edit** – Displays Document Detail Screen
- **Download** – To download the document
- **Archive** – To archive the document



# 7

## Document Detail Screen

- **Document Details** – Document Name, Uploaded by, File Size, Date Uploaded
- **Document Tools** – Download document
- **Sharing** – Share the document depending on the user's access list
- **Member** – Associate documents with a member
- **Document Manager Categories** – Documents can be assigned to system defined categories
- **My categories** – Documents can be assigned to user specific categories (not shared with other users)
- **Comments** – Comments can be added to the document

### Document Manager

You are currently sharing this document with:

**Document Tools**  
Download

---

#### Document Details

10101  
01011  
10110 **Name** - 8.2985.312765.Daily Inpatient Authorizations.20160129.xls  
**Uploaded By** - Johns Hopkins HealthCare LLC  
**File Size** - 189KB  
**Date uploaded** - January 29, 2016 10:15:53 AM

---

#### Sharing

---

#### Member

This document is associated with:

---

#### Document Manager Categories

<input type="checkbox"/> Assessments	<input type="checkbox"/> Consents	<input type="checkbox"/> Documentation
<input type="checkbox"/> HIPAA X12 Transactions	<input type="checkbox"/> Hospital Notes	<input type="checkbox"/> Lab Results
<input type="checkbox"/> Medical Expense Receipts	<input type="checkbox"/> Office Notes	<input type="checkbox"/> Prescription
<input type="checkbox"/> Reports	<input type="checkbox"/> XRays	

---

#### My Categories

Add New Category

---

#### Comments

Add New Comment

This document does not have any comments.