

Expanding the Use of Sharepoint

Currently providers use Sharepoint to upload claims files to AMHD, saving the time and expense associated with either mailing or bringing the file to the AMHD offices. Now we are going to make Sharepoint available for uploading of Provider Quarterly Self-Reports. The same staff who upload the claims reports can upload the quarterly reports. Providers can request logon accounts for additional staff if needed. Providers who do not have Sharepoint accounts can send an email to john.jansen@doh.hawaii.gov to obtain the Sharepoint request form.

Quarterly reports submitted via Sharepoint must adhere to the following naming standards:

filetype.submittername.yyyymmdd.XLS

where

filetype = QR

submittername = provider name

yyymmdd = date the file was created

Note that the file name must have an “.xls” extension in order to be accepted.