

How to upload medical records electronically:

1. Visit <https://provider.orthonet-online.com/ProviderDocumentPortal/>
 2. Fill in the form with the claim information. The required information can be found in the records request letter attached.
 - Contract: **Select your Health Plan Name**
- Required Information:*
- Claim Number
 - Service Date From
3. Complete the verification question.
 4. Click on the **'Locate the Claim'** button.
 5. Drag the file from your local computer then drop on to Upload Queue area of the screen or select files from your computer to upload.
 6. Read and click the acknowledgement.
 7. Click **'Upload'** button.
 8. Click on the **'Done'** button to go back to the Home screen and continue uploading records for other claims.
 - ✓ Maximum of 5 separate files can be uploaded per claim
 - ✓ Maximum file size of 14.5 MB can be accepted
 - ✓ Allowed file types: pdf, tif, tiff, gif, png, bmp, jpg, jpeg, xls, xlsx, rtf, dox, docx, txt