

TennCare provider registration portal

Steps to Uploading Documentation

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1. When submitting new documentation on the TennCare provider registration portal, please ensure the document(s) are saved on your personal computer.
2. You can upload documents to any of the sections found on the left-hand side of the TennCare provider registration portal labeled **“identification”** through **“agreements”**. The upload section will be found at the bottom of each labeled section.
3. Select **“Browse”**.

Uploaded Documents

The documents shown below are uploaded from this page only. You have to navigate to the specific page to view the documents on that page.

Document Type	File Name	Upload Date	Username	Obsolete		
No uploaded documents found.						

Navigation: 1 Page size: 10 0 items in 1 pages

Browse...

Document Type:

Description:

- Another pop-up box will open, allowing you to find the saved document to upload from your computer.
- Select **“Open”** once the saved document is identified from your desktop to be uploaded.
- On the TennCare provider registration portal you will see **“Document type”**. Next you will select the document type to identify the contents of the document.

The screenshot shows a web interface for document upload. On the left, there is a sidebar with a red 'Uploaded Documents' header and a list of document types including 'Disregarded Entity C', 'W9', and 'Disregarded Entity C'. The main area features a dropdown menu for 'Document Type' with a list of options: 'LTSS (Policy & Procedures) Reportable Events Process Training Sign-in sheet', 'LTSS (Policy & Procedures) CLS Daily Services Process Training', 'LTSS (Policy & Procedures) CLS Daily Services Process Training Sign-in Sheet', 'LTSS (Policy & Procedures) Conducting Background Checks', 'LTSS (Policy & Procedures) Review & Denial of Background Checks', 'LTSS (Policy & Procedures) HCBS Settings Rule', 'LTSS (Records & Reports) Enrollee Data', 'LTSS (Records & Reports) Services Rendered Checklist', 'LTSS (HCBS Settings Rule Compliance) Activity Calendar', 'LTSS (HCBS Settings Rule Compliance) Lease Agreement(s)', 'LTSS (Miscellaneous) Quality Assurance Review', 'LTSS (Miscellaneous) Additional Training', 'LTSS (Miscellaneous) Other', 'WFDWorkbookData', 'ARP HCBS FMAP Provider Attestation Form', 'ARPA FMAP DSP Pass Through Plan', 'ARPA FMAP Providers Attestation – E-Badge', and 'ABA Quality Assurance Attestation'. The 'ABA Quality Assurance Attestation' option is highlighted in yellow. Below the dropdown, the 'Document Type:' is set to 'ABA Quality Assurance Attestation'. There is a 'Description' text box and an 'Upload file' button at the bottom right.

- If more information is needed, the **“description”** text box will allow you to enter more details. (ex: Contract dated 12/01/2019).

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No uploaded documents found.						
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Browse...

Document Type:

Description

Upload file

8. Select "Upload file"

Uploaded Documents

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Document Type	File Name	Upload Date	Username	Obsolete
No uploaded documents found.				
Page size: 10				0 items in 1 pages

Browse...

Document Type:

Description:

Upload file

9. All uploaded documents will be listed in this section. You can view your documents any time you log into the TennCare provider registration portal.

If an incorrect upload is made, you will **not** be able to delete this information, and the system will only allow you to select “**obsolete**”.

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Document Type	File Name	Upload Date	Username	Obsolete
void check.jpg	void check_4.jpg	2/11/2015	XXXXXXXXXX	<input type="checkbox"/>

Page size: 10

1 items in 1 pages

If you should need further assistance with this process, please contact **Provider.Registration@tn.gov**.