

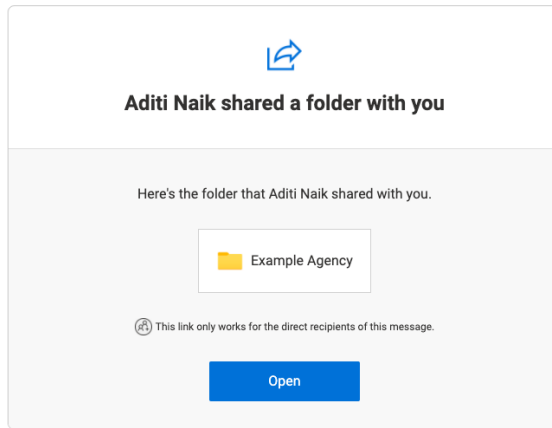
How to Access Your CFHCOhio Secure Folder

The Healthcare Network will utilize secure SharePoint folders hosted on the CFHCOhio – Healthcare SharePoint site to share documents securely. You will receive a folder invitation from the Healthcare Network Coordinator. Please follow the steps below to securely access the secure folder(s).

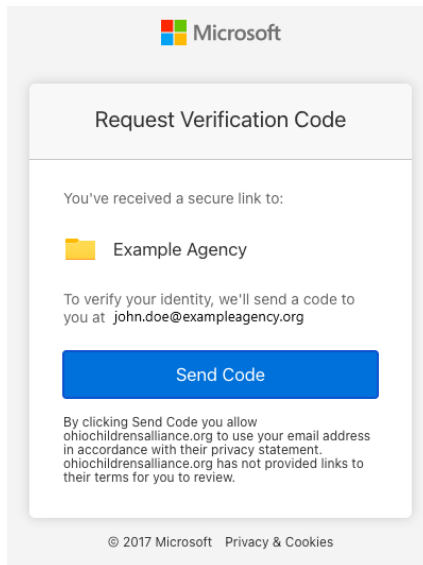
Step One: Locate folder sharing email invitation (as shown below) and click “Open”

Aditi Naik shared the folder "Example Agency" with you.  

Aditi Naik <aditi.naik@cfhcohio.org>
to me



Step Two: If prompted, click “Send Code” to request a verification code (otherwise skip to “Step Five” below)



Step Three: Copy the verification code from your email inbox (as shown below)

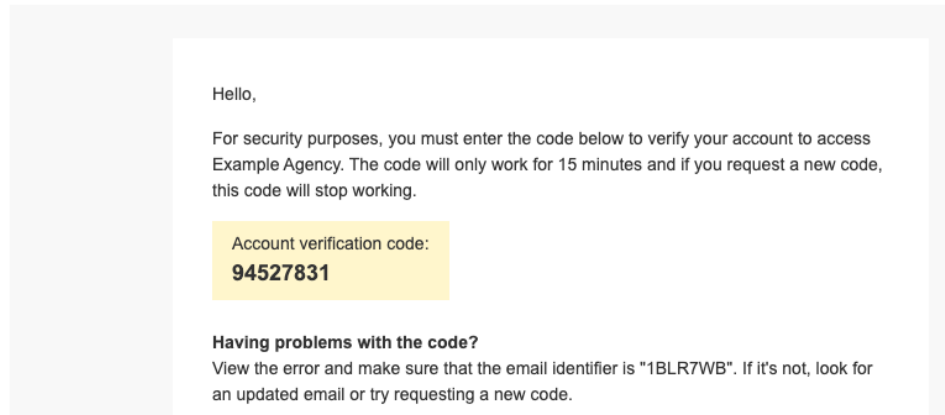
- Sometimes it takes several minutes for this email to arrive. Be sure to check your junk/spam folder

94527831 is your Microsoft SharePoint verification code. > Inbox x

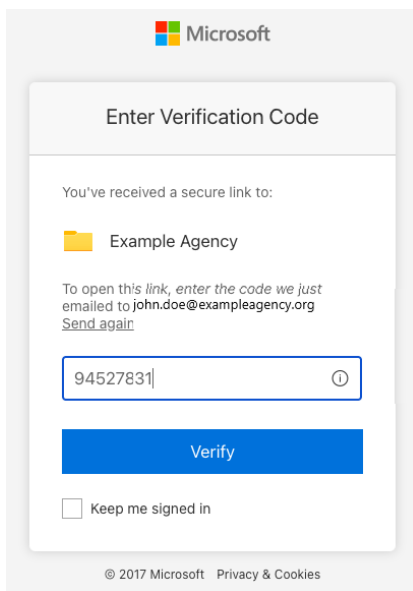
no-reply@sharepointonline.com
to me ▾

3:21 PM (0 minutes ago)

SharePoint



Step Four: Paste the verification code into the box displayed and click "Verify"



Step Five: **BOOKMARK THIS PAGE FOR FUTURE USE Open the folder**

Documents > Programs > CareSource-Aetna Respite Care Program > Agency Claims > Example Agency ^{is}

Name ▾	Modified ▾	Modified
Aetna claims Reports	A few seconds ago	Aditi Naik
CareSource Submission	About a minute ago	Aditi Naik

Program Specific Instructions


Respite CareSource: To submit your monthly claims and retrieve monthly payment support documentation, you will need to access your secure folder hosted on the CFHCOhio – Healthcare SharePoint site. Upon starting the Respite Care Program, you should have received a folder-sharing invitation from Healthcare Network Coordinator. Please follow the steps below to securely access this folder where you upload the Respite Claims Submission Template for CareSource payment or download Aetna OhioRISE supporting documentation for invoicing.

Select the “CareSource Submission” folder, select the “FY23” or applicable folder and Click “Upload” to add your monthly CareSource Respite Claims Submission Template to the folder

... > Agency Claims > Example Agency > CareSource Submission 


 Name
 FY23

Office 365

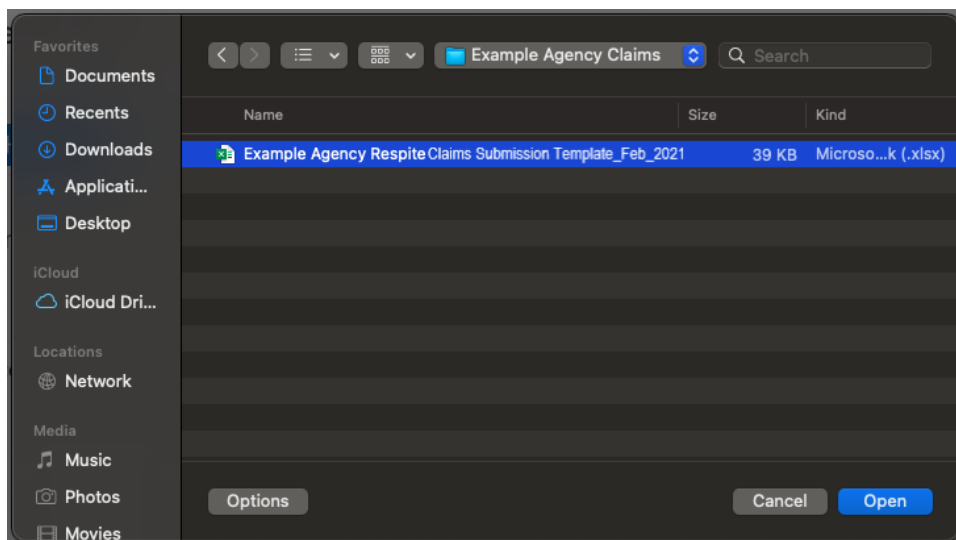
 **CFHCOhio – Healthcare**
Private group

Search + New Upload Share Copy link Download Power Apps

Documents > Programs > CareSource Respite Care Program > Claims > Example Agency > FY21

 Name	Modified	Modified By
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Browse to your monthly respite claims file and click “Open”




You should now see a copy of the monthly claims template in your CFHCOhio SharePoint folder

Documents > Programs > CareSource-Aetna Respite Care Program > Agency Claims > Example Agency > CareSource Submission > FY23 

Name	Modified	Modified By	+ Add column
 Example Agency Respite Reporting Tool_Feb20.xlsx	January 27, 2021	Aditi Naik	

Respite Aetna OhioRISE:


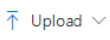
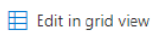

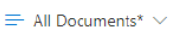



Select the “Aetna Claims Reports” folder, you will be able to download any reports as needed or reference them in this folder

Documents > Programs > CareSource-Aetna Respite Care Program > Agency Claims > Example Agency > Aetna claims Reports 


Name	Modified	Modified By	+ Add column
 Example Monthly Aetna Claim Report.xlsx	A few seconds ago	Aditi Naik	

Mental Health Bridge Early Childhood Claims:

To submit your monthly services rendered report, you will need to access your secure folder hosted on the Ohio Children's Alliance SharePoint site. Upon starting the MHBEC Program, you should have received a folder-sharing invitation from Healthcare Network Coordinator, Aditi Naik. Please follow the steps below to securely access this folder, where you will upload the Services Rendered Report Template. Reports are to be submitted monthly by the 5th of each month.

... > Services Rendered Reports > Example Agency > FY23 

Name	Modified	Modified By	+ Add column
 Example Agency_Services Rendered Report_Ju...	A few seconds ago	Aditi Naik	

[END]