

## 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.						

1

Page size: 10

0 items in 1 pages

Browse...

Document Type:

Description

Upload file

4. Another pop-up box will open, allowing you to find the saved document to upload from your computer.
5. Select **"Open"** once the saved document is identified from your desktop to be uploaded.
6. 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.

**Uploaded Documents**

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

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Choose File

No file chosen

**Document Type:**  
  
**Description**  
  
  
**Identificati**

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- LTSS (Policy & Procedures) Documentation of Service Delivery Training
- LTSS (Policy & Procedures) Documentation of Service Delivery Sign-in Sheet
- LTSS (Policy & Procedures) Critical Incident Process Training
- LTSS (Policy & Procedures) Critical Incident Process Training Sign-in Sheet
- LTSS (Policy & Procedures) Reportable Events Process Training
- 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

Next

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Version: (Production)

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

Document Type:  ▾

Description

Upload file

8. Select "Upload file"

**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.						
<span style="border: 1px solid #003366; padding: 2px 5px;">1</span>		Page size: <span style="border: 1px solid #003366; padding: 2px 5px;">10</span>	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**”.

**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		
void check.jpg	void check_4.jpg	2/11/2015	<del>void check</del>			
<span style="border: 1px solid #003366; padding: 2px 5px;">1</span>		Page size: <span style="border: 1px solid #003366; padding: 2px 5px;">10</span>	1 items in 1 pages			

If you should need further assistance with this process, please contact  
**[Provider.Registration@tn.gov](mailto:Provider.Registration@tn.gov)**.