

How to Upload Documents in Patient Portal

Welcome

This is step-by-step guide for uploading documents from previous screenings, along with the requirements and steps to complete when working with your own provider under PPL's New York CDPAP Personal Assistant program.

You're a New Personal Assistant and Seeing Your Own Provider

- **It will be at your own expense.** PPL will not reimburse you. If you choose to use Mobile Health, all of your required procedures are free.
- The following are required for compliance. Please share them with your provider when scheduling your appointment.

REQUIREMENT	COMPLETED BY	UPLOADED BY
Mobile Health Pre-Employment Physical Form	Your provider	You
Drug Attestation Form	You	You
Tuberculosis (TB) Test <i>Note: QuantiFERON-TB blood test preferred, PPD skin test accepted</i>	Your provider	You
IF TB Test is positive, a follow-up chest x-ray is required	Your provider	You
MMR Titer OR Vaccine	Your provider	You

- Mobile Health will review all documentation and contact you if additional a follow-up is needed.

Providing Documentation From Previous Screenings

- If you've completed the full MMR vaccine series, your immunization record serves as proof of immunity and a titer test is NOT needed.
- A Tuberculosis Test must be dated within the last year to be considered valid.

Start by Logging In

Follow these steps to log in for the first time:

1. Open your web browser and go to <https://patientportal.prod-azure.mobilehealth.com/login/user-login?authcode=6ZyeDynu>
2. Enter your email address and click “**SEND PASSCODE.**”

Mobile Health

WELCOME

Welcome to Mobile Health! In order to create an account, schedule an appointment, or view upcoming appointments, enter your email address below to get started.

GET STARTED

☒ Email
☐ SMS

Email Address *

someone@somewhere.com

You will receive an email with a passcode, valid for 15 minutes, after you click the button below. If you do not receive an email shortly, please check your spam folders.

SEND PASSCODE

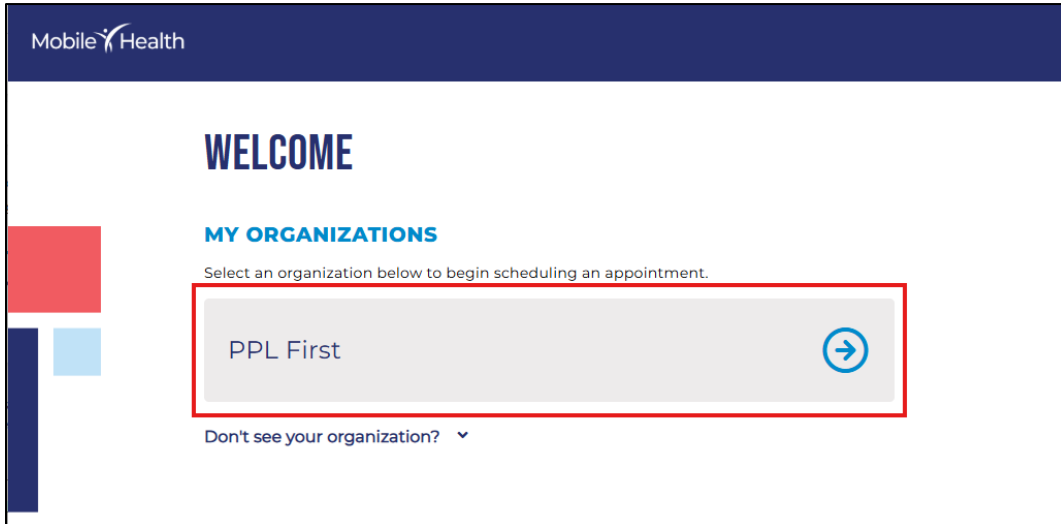
3. You will receive an email with a passcode. Retrieve the passcode from your email (check your spam folder it's not in your inbox. Enter the code in the “ENTER PASSCODE” field. Click “**AUTHENTICATE.**”
4. If prompted, enter your first name, last name, and date of birth. Click “**SUBMIT.**” You'll be logged in and taken to the “Welcome” page.

Subsequent Logins

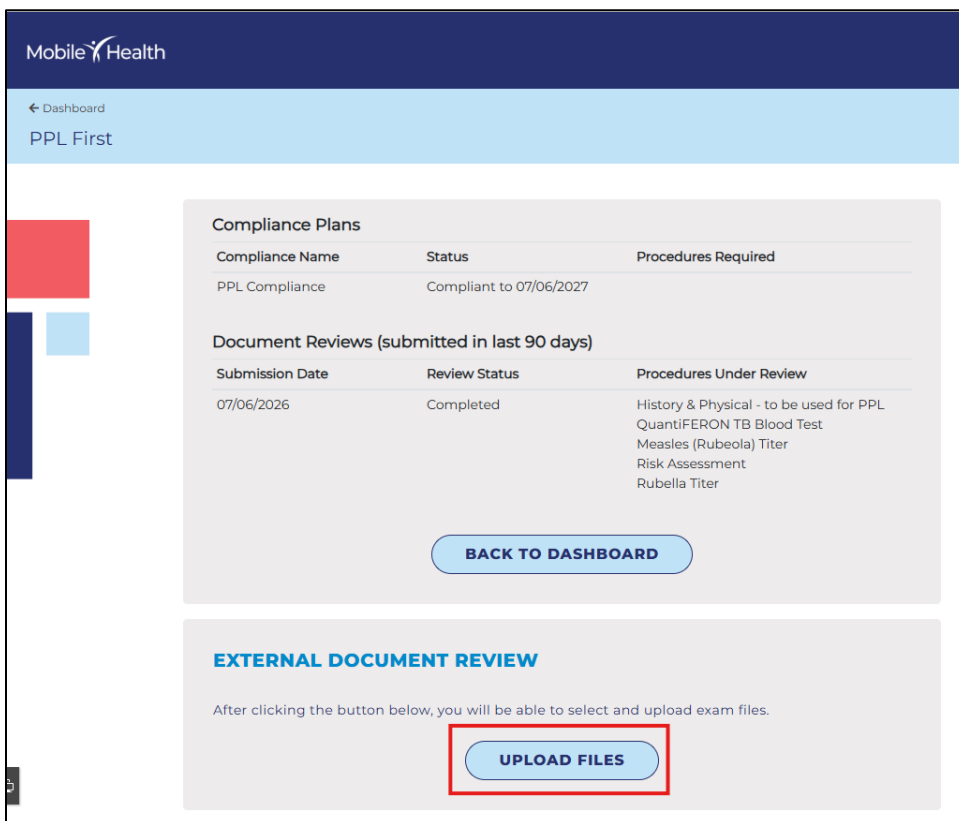
1. Open your web browser and go to <https://patientportal.prod-azure.mobilehealth.com/login/user-login?authcode=6ZyeDynu>
2. Enter your email address if it doesn't auto fill, then click “**SEND PASSCODE.**”
3. Get the passcode from your email then enter it in the “ENTER PASSCODE” field. Click “**AUTHENTICATE**” and you'll be logged in and redirected to the “Welcome” page.

To Upload Documents

1. From the “Welcome” page Click “PPL First” under “My Organizations.”



2. Click “UPLOAD FILES” under “External Document Review.”



- Repeat for all previously completed procedures that you have supporting documentation for.

To remove a selected procedure, click the red "X" to the left of the procedure.

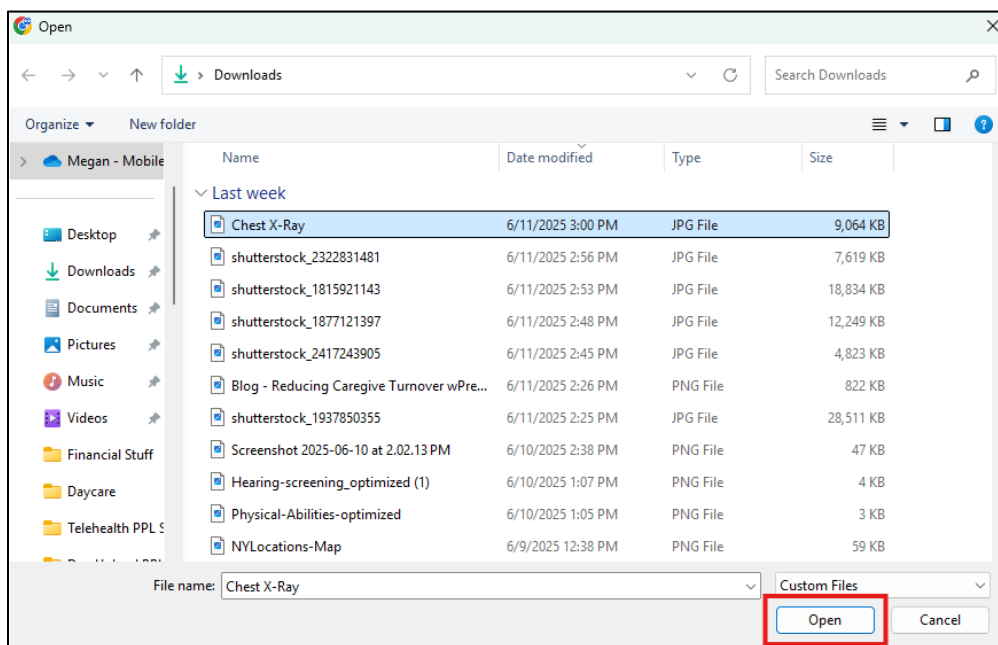


4. Once all procedures have been added, click **“Select Files”** under **Step 2**.

The screenshot shows the Mobile Health app interface. At the top, there's a header with 'Mobile Health' and a navigation bar with 'Dashboard' and 'PPL First'. Below this, there are three steps:

- Step 1:** Select previously completed procedures, then click Add for each. Below this is a dropdown menu labeled 'Select Procedure' and an 'Add' button.
- Selected Procedures:** A list showing 'Chest X-Ray PA' with a red 'x' icon next to it.
- Step 2:** Select files or photos for completed procedures. **Note:** Photos submitted must be one photo per page, and entire document must be visible in photo. Below this is a text prompt 'Select the files supporting claim of procedure compliance.' and a red-bordered button labeled 'Select Files'.
- Step 3:** When all procedures are selected and all documents attached, click Submit. Below this is a red 'SUBMIT' button.

5. Your File Explorer will open. Select the appropriate file and click **“Open.”**



6. The file will now be listed. Repeat until all supporting documents have been selected.

Mobile Health

← Dashboard

PPL First

Step 1:

Select previously completed procedures, then click Add for each.

Select Procedure

Add

Selected Procedures:

×

Chest X-Ray PA

Step 2:

Select files or photos for completed procedures. **Note:** Photos submitted must be one photo per page, and entire document must be visible in photo.

Select Files

Filename	Size	
Chest X-Ray.jpg	9 MB	

Step 3:

When all procedures are selected and all documents attached, click Submit

SUBMIT

To remove a file, click the trash can icon to the right of the file name.

Filename	Size	
Chest X-Ray.jpg	9 MB	

Mobile Health

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7. Check that all procedures and documents have been added. Click **"SUBMIT"** under **Step 3**.

Step 1: Select previously completed procedures, then click Add for each.

Select Procedure

Selected Procedures:

- ☒ Chest X-Ray PA

Step 2: Select files or photos for completed procedures. **Note:** Photos submitted must be one photo per page, and entire document must be visible in photo.

Filename	Size	
Chest X-Ray.jpg	9 MB	X

Step 3: When all procedures are selected and all documents attached, click Submit

A message will appear, confirming a successful upload.

Mobile Health

← Dashboard

PPL First

Your files have been successfully uploaded.

Files will not be viewable here on Patient Portal, but are now available on your organization's Client Portal.

Mobile Health will review all documents and contact you with next steps.

Logout

To ensure your information remains private and secure, please click “Logout” from the menu (top right) each time you finish using Patient Portal.

