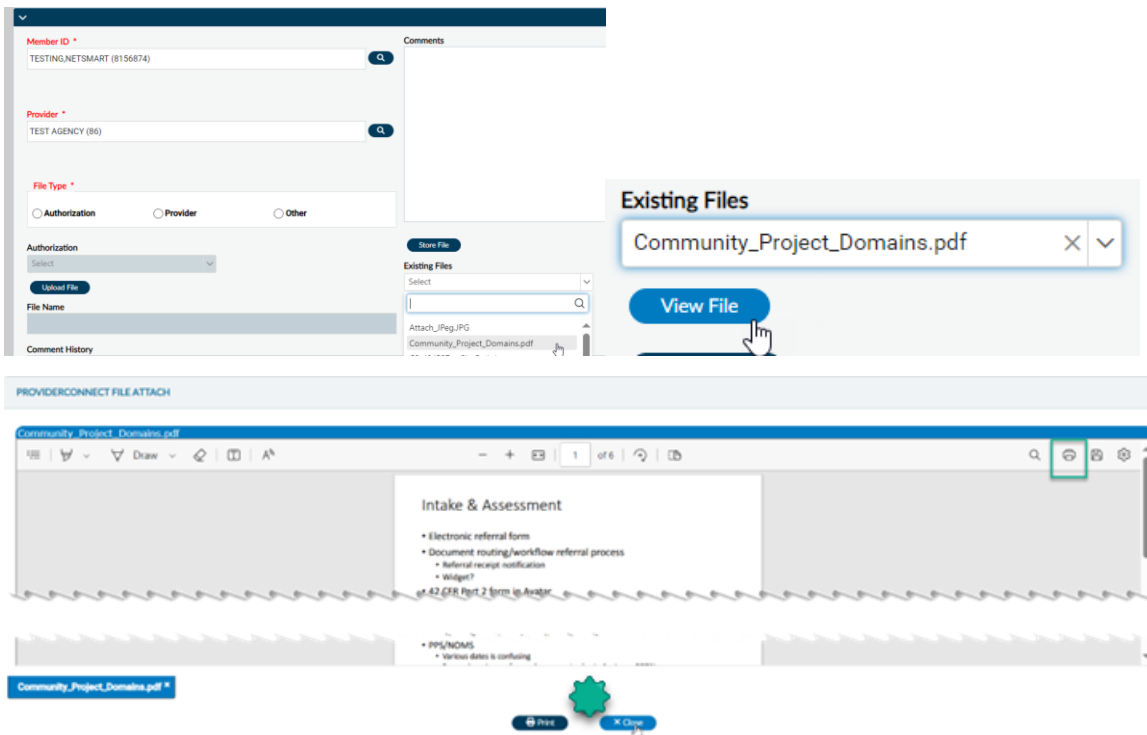


Viewing Attachments from ProviderConnect Legacy

Purpose: how to review historical information post sunseting of ProviderConnect Legacy (applies only to programs that previously used the legacy system)

Steps:

1. Open **ProviderConnect File Attach** via the “What can I help you find?” search menu or via *My Favorites*
2. Enter client’s name in **Member ID**
3. Enter **Provider (agency)**
4. Click the drop-down for **Existing Files** and select a file
5. Click **View File**
6. When finished viewing document(s), click **Close**
 - a. *Users can print document by clicking on printer icon on the top-right corner*



The screenshot shows the 'ProviderConnect File Attach' interface. On the left, there are search fields for 'Member ID' (containing 'TESTING.NETSMART (8156874)'), 'Provider' (containing 'TEST AGENCY (86)'), and 'File Type' (with radio buttons for 'Authorization', 'Provider', and 'Other'). Below these are 'Authorization' and 'Upload File' buttons. On the right, the 'Existing Files' section shows a list of files: 'Attach_Img.JPG' and 'Community_Project_Domains.pdf'. A 'View File' button is highlighted with a mouse cursor. Below the interface, a preview of the 'Community_Project_Domains.pdf' document is shown, featuring a header 'Intake & Assessment' and a list of items: 'Electronic referral form', 'Document routing/workflow referral process', 'Referral receipt notification', 'Waiver?', and '42 CFR Part 2 form in Arabic'. At the bottom of the preview, there are 'Print' and 'Close' buttons.

DO NOT USE THIS FORM TO UPLOAD DOCUMENTS. THEY WILL NOT SAVE/DISPLAY IN NX ENVIRONMENTS.