



# How to Upload a Document

January 9, 2015



# Step 1

- Go to our website [www.symplr.com](http://www.symplr.com)



✉ [hello@symplr.com](mailto:hello@symplr.com)  
☎ (866) 373-9725  
💬 Chat Live



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## NURSE CREDENTIALING

We have the key to **nurse credentialing**

LEARN MORE

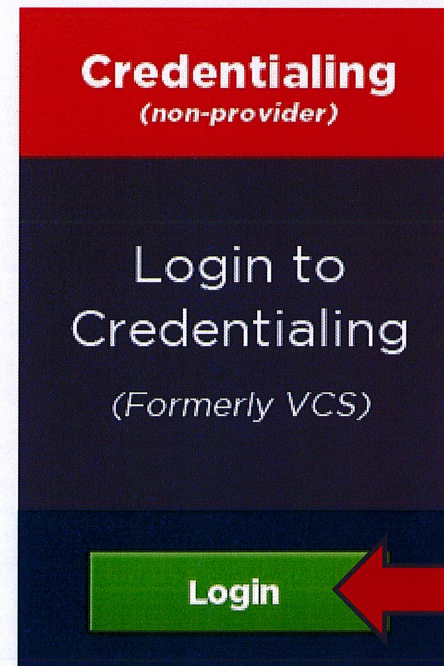
A photograph of a female nurse in blue scrubs standing against a light-colored wall. She is holding a large, green, stylized key above her head with both hands. The key has a circular hole in the center. Below the main text, there are five small black dots, with the first one being slightly larger, indicating a carousel of images.

# Step 2

- Select the “Login” button

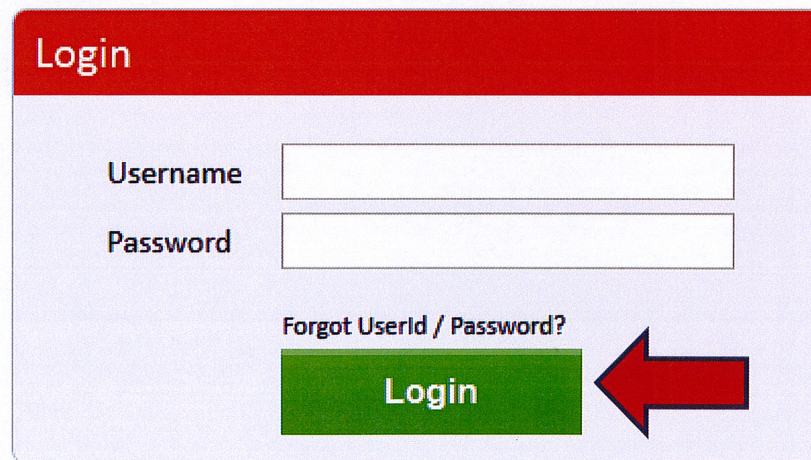


- Select the “Login” button under the credentialing



## Step 3

- Enter your Username and Password
- Select “Login”



Login

Username

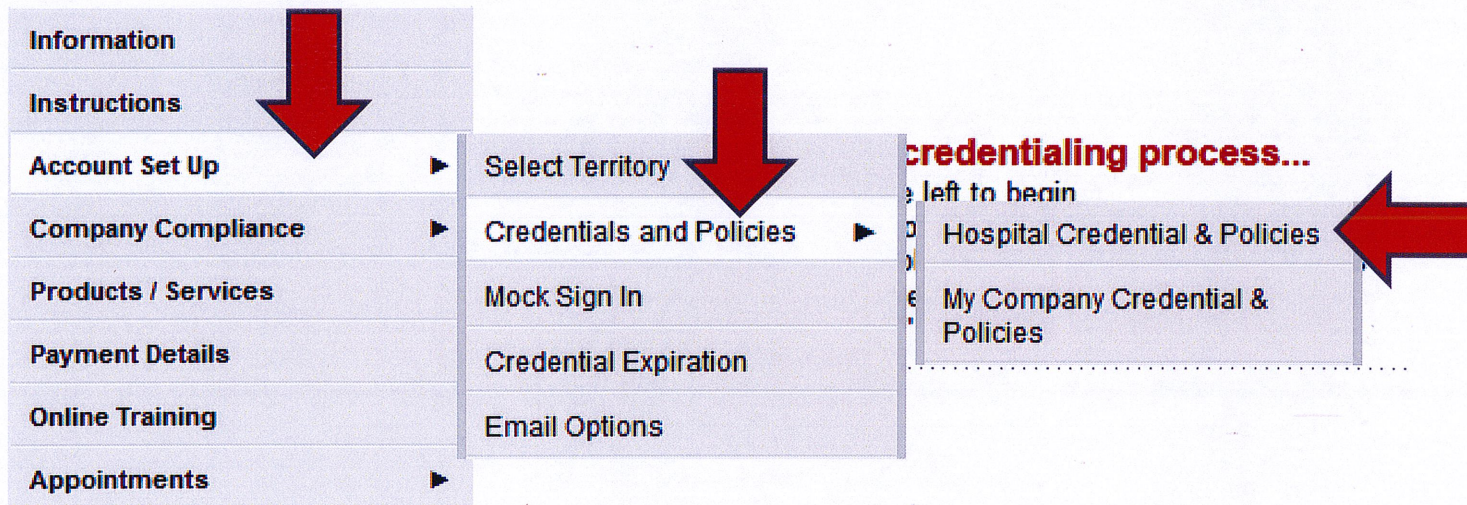
Password

[Forgot UserId / Password?](#)



# Step 4

- Select “Account Set Up”
- Then select “Credentials and Policies”
- Then select “Hospital Credential & Policies”



# Upload Process

- Make sure all documents meet symplr requirements.
  - You can find all requirements under the Instructions Tab, Credential Guide.
- Black out any Social Security Number.
- Name on document matches name in the account or on driver's license.
- If document has multiple pages, they will need to be combined into one PDF file.
  - If unable to combine, contact symplr and we will help you.



# Step 5

- Scroll down on page until you see the credentials
  - Beside each credential listed it will show which facility is requesting this credential.
- Find the credential you are needing to upload your document to.
  - Select “Upload”

## CREDENTIALS

Please review the required credentials that are listed below. Once you have uploaded a document, the status will change from "Incomplete" to In Review. Once the document is reviewed, the status will change to "Complete". You may VIEW a document once you have uploaded a document to VIEW.

Credential	Hospital	Upload	View	Status
<a href="#">OR Protocol Training</a> Train Now!	DEMO HOSPITAL (NOT A REAL HOSPITAL)	<b>UPLOAD</b>		Incomplete
	DEMO HOSPITAL (NOT A REAL HOSPITAL)			



# Step 6

- Select “Browse”
- Find the file on your computer
- Click “Open”
- Then click “Submit”

BEGIN

## Upload Process

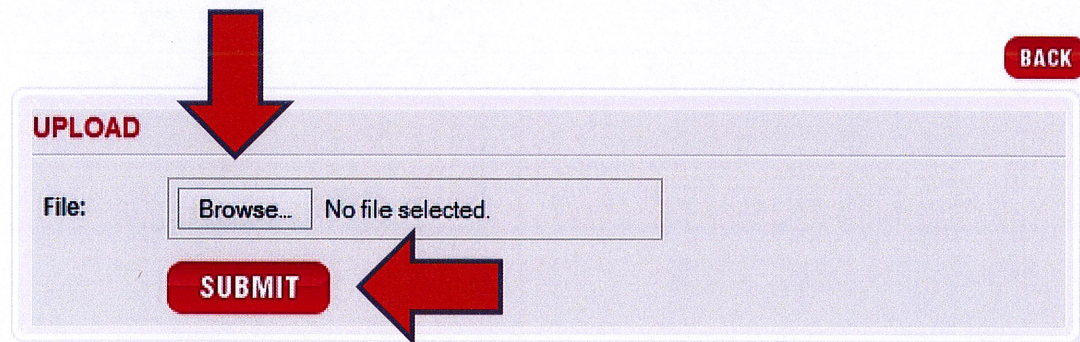
1. Copy document.
2. Scan this document and save it as a PDF.
3. Upload your PDF documents to your computer.
4. Click the “Browse” button and find your PDF’s.
5. Click the SUBMIT button!

### File Format: PDF’S Only

At VCS our goal is to process your documents within 2 business days of receipt. To help ensure expedient processing, please submit one credential per file. For example:

- Include your TB test into one PDF file.
- Proof of your flu shot should be in a separate PDF file.
- When appropriate, combine all documents into one PDF which pertains to the specific credential.

Please note: if a PDF file is uploaded with multiple credentials in one file the documents will be declined.



The screenshot shows a web form titled "UPLOAD" with a "BACK" button in the top right corner. The form contains a "File:" label, a "Browse..." button, and the text "No file selected." Below this is a red "SUBMIT" button. A large red arrow points down to the "Browse..." button, and another large red arrow points left to the "SUBMIT" button.





# Step 6: With Questions

- On some of the credentials required during the upload process you will need to answer some questions prior to seeing the upload button.
  - Just follow the steps on previous slide to upload.

**UPLOAD**

Are you uploading a ?

Blood Titer

TB Test Results

Chest X-ray report

Doctor's Note

TB Symptom Questionnaire

Are you uploading a ?

Blood Titer

TB Test Results

Chest X-ray report

Doctor's Note

TB Symptom Questionnaire

Does the name on the document match name on your account and driver's license?

No

Yes

Listed on the document do you see full clinic contact information?

Yes

No

Do your result show positive, reactive, or immune ?

Yes

No

**UPLOAD**

Are you uploading a ?

Blood Titer

TB Test Results

Chest X-ray report

Doctor's Note

TB Symptom Questionnaire

Does the name on the document match name on your account and driver's license?

No

Yes

Listed on the document do you see full clinic contact information?

Yes

No

Do your result show positive, reactive, or immune ?

Yes

File:  No file selected.

**SUBMIT**



# Upload Process Complete

- You will follow this process for every document that needs to be uploaded.
- During this process if you have any problems please contact us at:
  - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
  - Online Chat
  - Email: [support@symplr.com](mailto:support@symplr.com)

