



**Connecticut WebSTARS™  
Nursing Facility Application  
Provider Document Upload  
User guide**

MOST RECENT REVISION: 6.27.13

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# Upload Documents from the NF Application

Click **View Your 2-week History** from the CT Provider Workpage.

**CT Provider Workpage**

Choose your option below:

**Important information for NF staff about Medicaid Payment:** A **Level of Care (LOC) Screen** must be for individual Medicaid payment for the first time (if the LOC Screen was not completed by the discharging facility). The Level I (MI/MR) Additional information is posted in the Frequently Asked Questions (How does a NF receive Medicaid Payment for a http://pasrr.com/Connecticut/ (see the Educational Information section).

 [View Your 2-week History](#)

View your PASRR/LOC activity for the past 2 weeks. You may:

Figure 4

Enter the **last name** or **social security** number of the individual

Click **Search historical reviews**

**PASRR/LOC Activity for the Past 2 Weeks**

**Search Historical Reviews**

Last Name or  
SSN (xxx-xx-xxxx)

Figure 3

Find the appropriate individual.

Click **Upload Documents** to add a new document.

Type	Last Name	First Name	MID	SSN	Referral Date	Status	Additional Info Request Date	Additional Info Requested	View Review	
PASRR Referra	Jones				3:24:00 PM				View	Upload Documents

Figure 4

Follow instructions 1-4 as they appear on the screen.

Click **Browse** to find the appropriate file.

Type in an **Attachment Name**.

Click **Upload File** to complete upload.

**Client Information**

**Client ID:** **MID#:**  
**First Name:** **Last Name:** lkuas  
**DOB:**

**File Upload**

To upload supporting documents:

1. Make sure the file is in .doc (Microsoft Word 2003 or earlier) or .pdf (Adobe Acrobat) format. The system will not accept files in .docx format (Microsoft Word 2007).
2. Click on the Browse button below to locate the file on your computer you wish to attach to this individual's record.
3. Once you have selected the file to upload using the Browse button, to help identify the file, please type a name for the file in the Attachment Name: box.
4. Press the Upload File button. A confirmation notice will appear when the file has been successfully uploaded.

**Browse...**

Attachment Name:

**Upload File**

Figure 5

<p>Click <b>Go To Review</b> once the upload is complete to return to the previous page.</p>	<div style="text-align: right;"><b>Exit System and Close Browser</b></div> <p style="text-align: center; color: red;">The file has been uploaded successfully, and added to the client's record.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-bottom: 10px;"><b>Go To Review</b></div> <div style="border: 1px solid gray; padding: 5px; background-color: #e0f0ff; width: fit-content;"> <p>A message will appear at the top of the screen indicating if the file was uploaded successfully or if there was an error.</p> </div>
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Figure 6

<p>Click <b>Log-out</b> or <b>Exit System and Close Browser</b> when you are finished.</p>	<div style="text-align: center;"> <p><b>Connecticut Provider Website</b></p> <p>Log-out</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 10px;"><b>Exit System and Close Browser</b></div> </div> <div style="border: 1px solid gray; padding: 5px; background-color: #e0f0ff; width: fit-content; margin-top: 20px;"> <p>Remember to log out of the Connecticut Provider Website properly.</p> </div>
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Figure 7