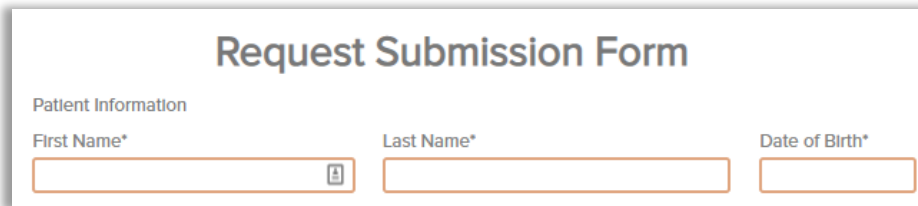**sharecare**

Sharecare Request Submission Portal Instructions
(Subpoenas and Court Orders will not be accepted through the submission portal.
All Subpoenas and Court Orders must be delivered to HMFP directly).

1. Add the **Patient Information** into the patient specifics, if applicable. For requests/audits containing multiple patients, enter first and last name as "AUDIT AUDIT" and DOB as 01/01/1900.
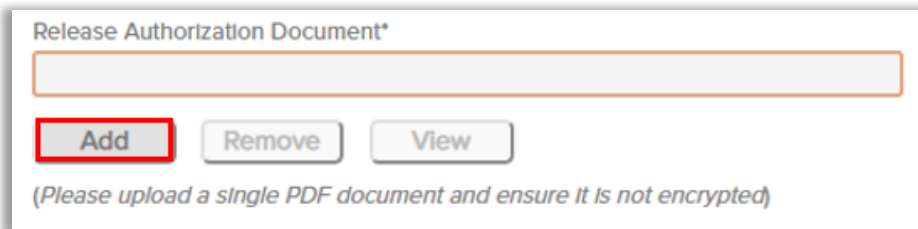
Request Submission Form

Patient Information

First Name*	Last Name*	Date of Birth*

2. **Comment:** Enter any comments that may be pertinent to the request being uploaded. Please note, this is not a required field.

Comment:
CGI Request - Approved for processing

3. Below **Release Authorization Document*** Click the Add button to open a dialog box that will allow you to search for the PDF file you want to upload. Once the document is uploaded, you will have the option to Remove or View.

Release Authorization Document*

[Add] [Remove] [View]

(Please upload a single PDF document and ensure it is not encrypted)

**Note, you can only upload one PDF document at a time. If you have multiple documents to upload for the same patient, please add the pages together to form one PDF document.

4. Review the request before submission.
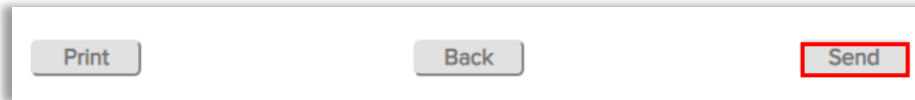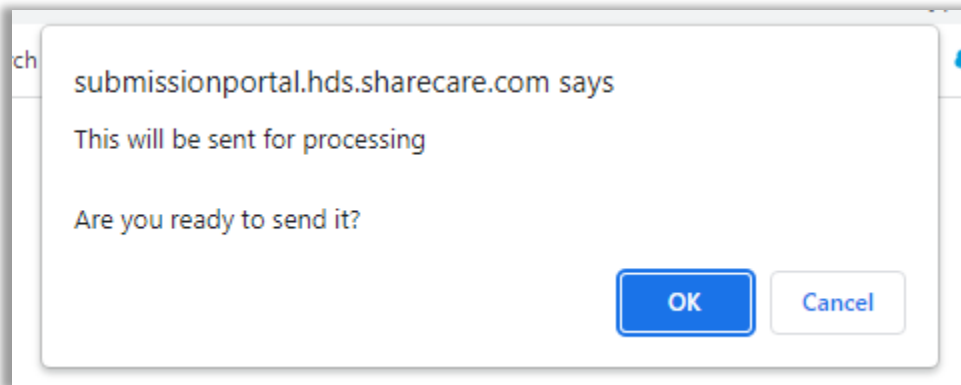
Request Review

Patient Information

Name:	test, test	Date of Birth: 1/1/1900
Attached File:	TEST PAGE.pdf	
Comment:	Testing	

5. Click **Send** to submit to the Sharecare team.

Print   Back   Send

6. You will receive a confirmation submission question; click Ok.
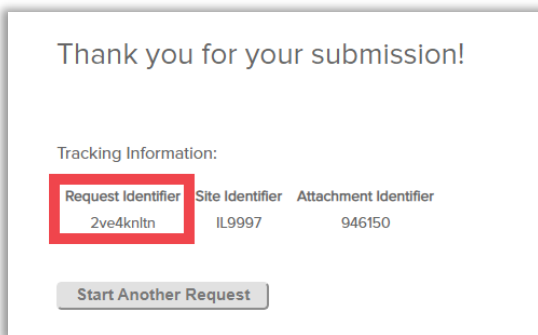
submissionportal.hds.sharecare.com says

This will be sent for processing

Are you ready to send it?

OK   Cancel

7. You will then receive a confirmation for your submission. Please keep the Request Identifier for reference.

Thank you for your submission!

Tracking Information:

Request Identifier	Site Identifier	Attachment Identifier
2ve4knltn	IL9997	946150

Start Another Request