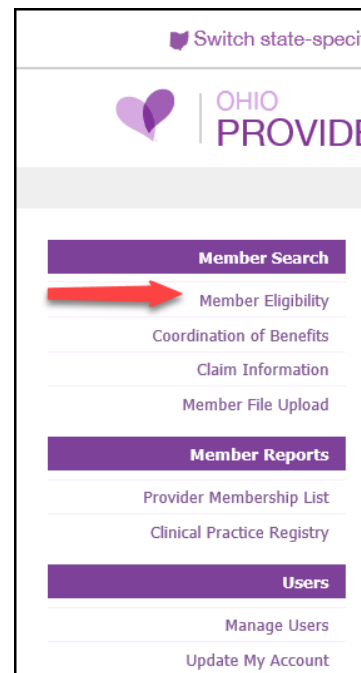# How to Submit AHS Consent Forms

You can submit abortion, hysterectomy and sterilization (AHS) consent forms through the Provider Portal. You can also attach other documents supporting the consent.

This process requires you to verify member eligibility and then upload the consent form and any other supporting documents. After uploading the document(s), you can verify the upload was successful. The portal maintains the last 100 consent forms you've uploaded.

VERIFY MEMBER ELIGIBILITY

1. In the Provider Portal, access the **Member Eligibility** option in the left navigation.

2. Complete an eligibility check for the member on the date of service.

UPLOAD CONSENT FORM

1. Following the date of service and member validation step, select **Upload Consent Form** at the bottom of the **Member Information** page.

2. In the **Upload Consent Form** area, click the **Choose File** button, navigate to the location where you stored the consent form and upload the document. Repeat this step for any additional documents that support the consent. The file size cannot exceed 12MB.

   NOTE: A lack of signatures on consent forms may result in denied claims.

3. After uploading the consent form and any additional supporting documents, you must access the **Procedure Type** drop-down menu and make a selection:

- Abortion
- Hysterectomy
- Sterilization

4. Enter the associated **Claim Number**, if available, and click the **Submit Documents** button.

Lack of signatures on consent forms may result in denied claims.
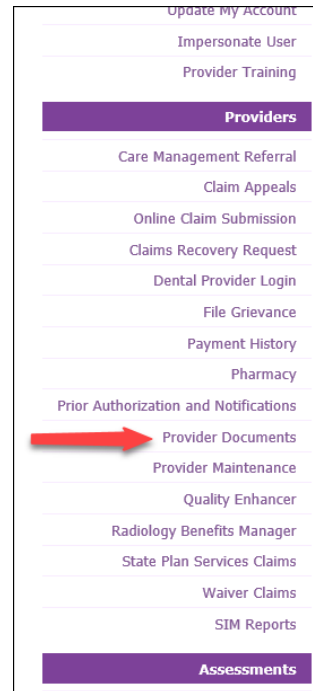
AHS Consent Form

Service Date	5/10/2019
Procedure Type:	Select Type ▼ * Required
Claim Number:	

Cancel   Submit Documents

VERIFY UPLOAD

1. In the Provider Portal, access the **Provider Documents** option in the left navigation.

Update My Account	
Impersonate User	
Provider Training	
Providers	
Care Management Referral	
Claim Appeals	
Online Claim Submission	
Claims Recovery Request	
Dental Provider Login	
File Grievance	
Payment History	
Pharmacy	
Prior Authorization and Notifications	
Provider Documents	
Provider Maintenance	
Quality Enhancer	
Radiology Benefits Manager	
State Plan Services Claims	
Waiver Claims	
SIM Reports	
Assessments	

2. If the consent form you uploaded is listed, your upload was successful. Click the download link to view the document.

Provider Documents

Details	Document Name	Provider ID	Document Type	Document Date
Download	CL - Member Consents - 7/3/2019	999999999999	CL - Member Consents	7/3/2019 12:25:16 PM
Download	CL - Member Consents - 6/27/2019	999999999999	CL - Member Consents	6/27/2019 9:24:48 AM
Download	CL - Member Consents - 5/31/2019	999999999999	CL - Member Consents	5/31/2019 8:00:22 AM

NOTE: The portal maintains the last 100 consent forms you've uploaded.

OH-SP-0208a