

## Secure Site – Electronic Attachment

To submit an electronic attachment through the secure site, please follow the steps below. OHCA also offers a helpful walk-through video of these steps — to view, visit the [Provider Training](#) page, click on **SoonerCare How-To Videos** and, in the drop-down menu, select the **Add Attachments** video.

1. Before submitting your claim, go to the **attachments** section.
2. Click the plus sign next to **click to add attachment**.
3. Click on the **browse** button at right.
4. Locate the PDF file you want to include, select it and click **open** and it will add it to the claim.
5. Next, click **attachment type** and select from the drop-down (i.e., OZ for Support Data for Claim).
6. Enter a brief description of what you are sending in the **description** box.
7. Click **add** and it will show it added to the claim with a Control #.
8. Click **submit** and review your completed claim.
9. Once you've verified that everything is correct, click **confirm**.
10. You will receive a **confirmation with a claim ID #** and it will show the claim status as suspended.

## Secure Site – Hard Copy Attachment

To submit a hard copy attachment through the secure site, please follow these steps:

1. Go to the **Hard Copy Attachment** section.
2. Click on the right arrow at the end of the Hard Copy Attachment green bar across the claim.
3. Enter a unique **Attachment Control Number**. (NOTE: The attachment control number must be 8-12 characters with no special characters or no spaces, and it must be unique for every claim.)
4. Select the **transmission code** "by or via fax" from the drop-down.
5. Select the **Report Type** from the drop-down (i.e., OZ for Support Data for Claim).
6. Enter a description of what you are sending within the **description** box.
7. Click **Show & Print Fax Coversheet** (this should be your ONLY fax cover sheet), which is located on the status bar under Cover Letter. (NOTE: The Fax Coversheet will be completed with the same information you typed in the Hard Copy Attachment section.)
8. Click **Submit**.

The claim will then go into suspend status. At this point, you may fax the coversheet with all the attachments.

## Electronic Data Interchange – Hard Copy Attachment

To submit a hard copy attachment through EDI, please follow these steps:

1. Create a PWK segment in **Loop 2300** of the electronic claim.
2. **PWK01** must have the value "OZ" – indicates "Support Data for Claim."
3. **PWK02** will have the value "FX" – indicates report will be "By Fax." (NOTE: PWK03 and PWK04 are left blank.)
4. **PWK05** must have the value "AC" for Attachment Control Number.

5. **PWK06** will have the Attachment Control Number you will create. (NOTE: The attachment control number must be 8-12 characters with no special characters or no spaces, and it must be unique for every claim.)
6. Upload the claim. After uploading, our system will then suspend the claim where it will wait for the attachment.
7. Complete the form **HCA-13 Fax Coversheet**. (This should be the only fax coversheet.) Form can be found on the OHCA site at <https://oklahoma.gov/ohca/providers/forms.html>.
8. Fax completed form and any supporting claim documents to the number on the form. (NOTE: The HCA-1313 form must have exactly the same Attachment Control Number, transmission code and report type you entered in the previous PWK segments in order for the attachment to be properly married to the claim.)