SR PROVIDERS – PAYMENT UPDATE

CHILD ABSENCE DOCUMENTATION - UPLOAD ONCE

7 Absences are paid IF documentation is uploaded

UPLOAD CHOICE #1 - Provider Portal Document Library

Absence From ⓘ *	02/28/2022	Absence To *	02/28/2022	✕

Nehemah Pierre

Reason * Child Illness ⌄

Note

Max length allowed is 500 characters: 500 remaining.

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload

[Choose File] No file chosen

[Remove Absence] [Save] [Cancel]

Document Library Management
[FAQ]

Change Folder:	Attendance ⌄			
Total Files:	1		Date Created:	09/01/2017

Folder Detail - Attendance   [Rename File]

File Name	Download	Archive	Date Uploaded	Uploaded By

You can upload directly into the Document Library when entering your attendance.

UPLOAD CHOICE #2 - Provider SharePoint Site

You can upload directly into your Provider SharePoint site when uploading your Sign In/Out Sheets, but please do not include notes with your sign in/out sheets. Upload excuse notes separate as 1 file and label the file as excuse notes with the month, such as "ExcuseFeb22"
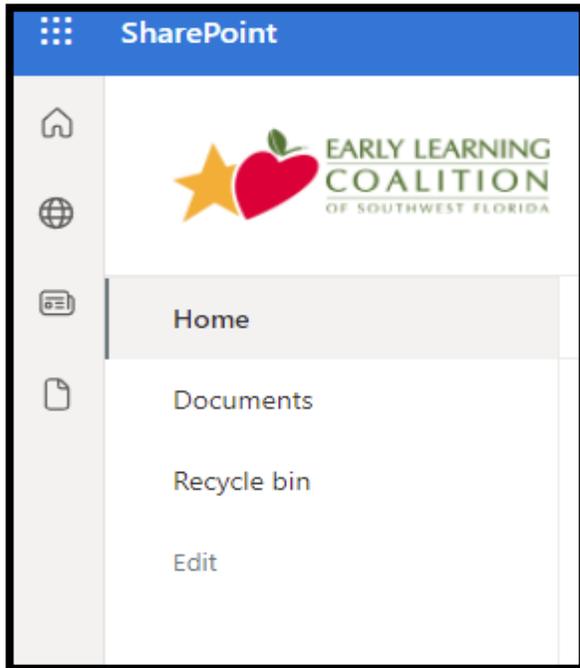
UPLOADING EXCUSE NOTE DOCUMENTATION TO THE PORTAL OR TO SHAREPOINT IS A PROVIDER'S CHOICE AND YOU ONLY NEED TO UPLOAD ONCE.

If you have any questions or need assistance, please contact Reimbursement

Director of Reimbursement Ginger Paugh at 935-6154 or Ginger.Paugh@elcofswfl.org

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