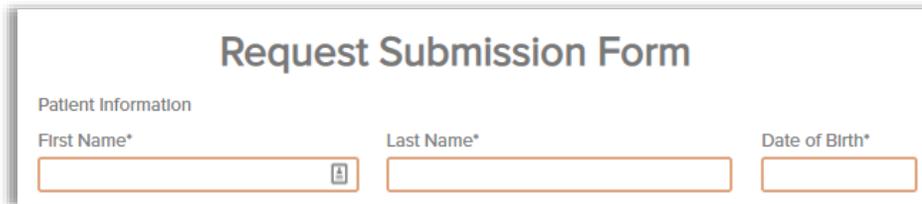


Sharecare Request Submission Portal Instructions

(Subpoenas and Court Orders will not be accepted through the submission portal.
All Subpoenas and Court Orders must be delivered to BIDMC 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



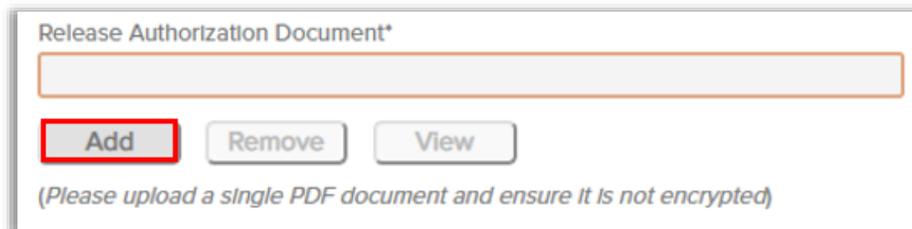
The image shows a screenshot of the 'Request Submission Form'. Under the heading 'Patient Information', there are three input fields: 'First Name*', 'Last Name*', and 'Date of Birth*'. The 'First Name*' field contains the text 'AUDIT' and has a small icon to its right. The 'Last Name*' field contains the text 'AUDIT'. The 'Date of Birth*' field is empty.

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



The image shows a screenshot of a 'Comment' field. The label 'Comment:' is above the input box. The input box contains the text 'CGI Request - Approved for processing'.

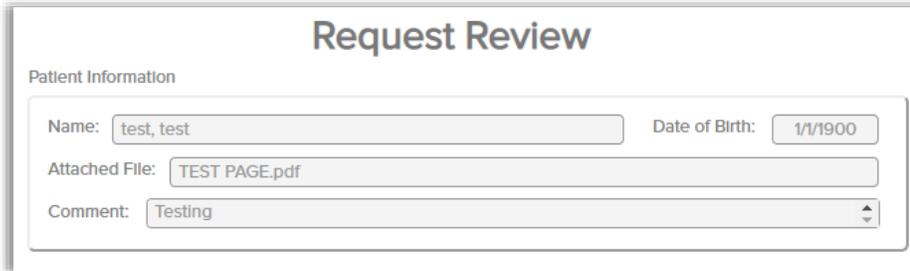
3. Below **Release Authorization Document*** Click the Add button to open a dialog box that will allow you to search for the PDF file you want to upload. Once the document is uploaded, you will have the option to Remove or View.



The image shows a screenshot of the 'Release Authorization Document*' section. It features a large empty text input field. Below the input field are three buttons: 'Add', 'Remove', and 'View'. The 'Add' button is highlighted with a red border. Below the buttons is a note: '(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

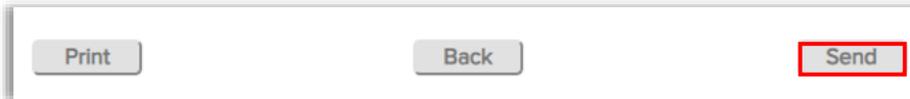
Patient Information

Name: Date of Birth:

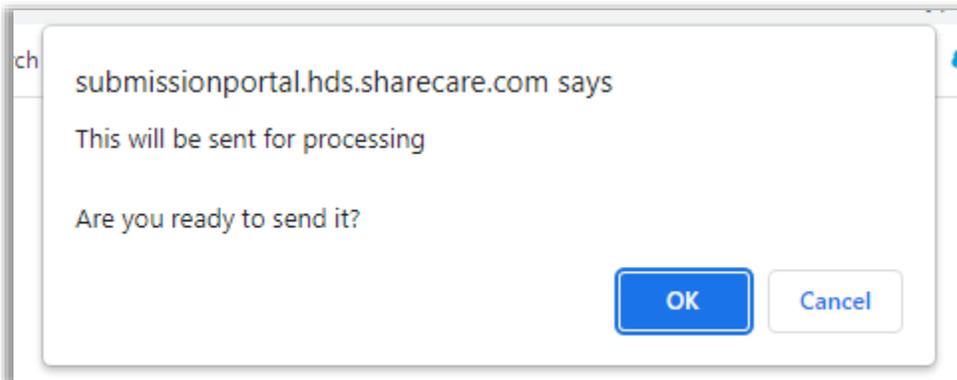
Attached File:

Comment:

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



6. You will receive a confirmation submission question; click Ok.



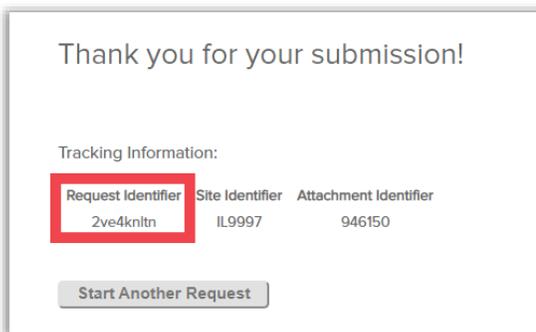
ch

submissionportal.hds.sharecare.com says

This will be sent for processing

Are you ready to send it?

7. You will then receive a confirmation for your submission. Please keep the Request Identifier if you want to check the Customer Console of your submission.



Thank you for your submission!

Tracking Information:

Request Identifier	Site Identifier	Attachment Identifier
2ve4knltm	IL0997	946150