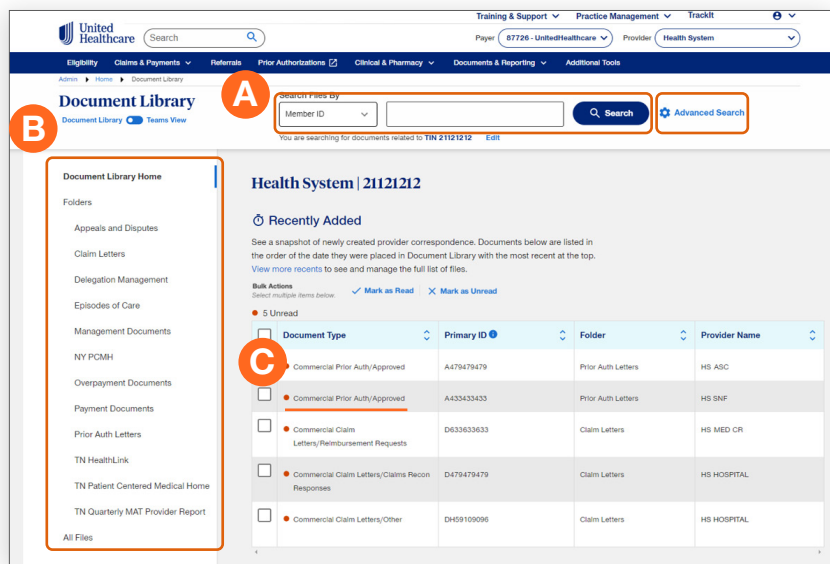
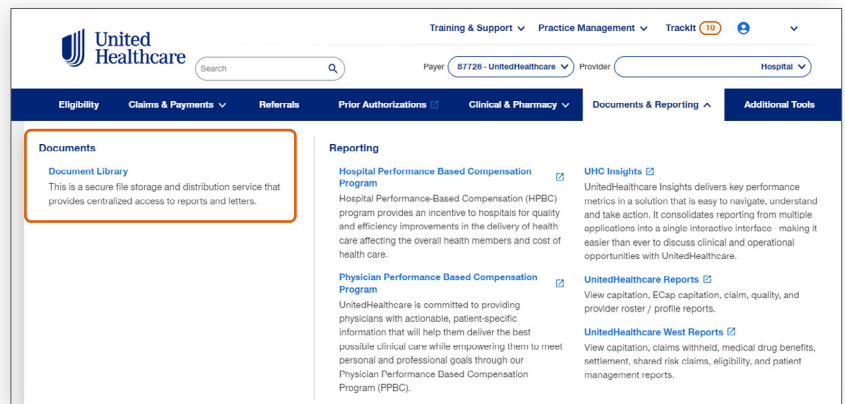


Document Library

Most claim, prior authorization, payment (including overpayment and appeal) letters and reports are in **Document Library**. They are available the day they're generated, so all authorized users in your organization can view them right away.

- 1 Sign in at UHCprovider.com
 - If not yet registered, consult UHCprovider.com/newuser

- 2 From the **Documents & Reporting** menu, select **Document Library**



A. Search:

- **Basic** (with one criterion during the last 90 days), or
- **Advanced** (with multiple options during any 90-day window up to 24 months ago)

or

B. Browse by folder then subfolder(s)

C. Open a document by simply selecting the title

- **Print** or **save** a copy

For more information

Please consult our [Interactive Guides](#) under **UnitedHealthcare Provider Portal Tools**. Note: The **Teams View** (upper left) allows you and your colleagues to work together and assign and comment on documents at various stages to improve your efficiency, visibility, and collaboration.