Healthcare Quality Patient Assessment Form (HQPAF)/ Patient Assessment Form (PAF) Uploader

The HQPAF/PAF Uploader was developed to provide an interface that allows multiple users to securely submit HQPAFs/PAFs without issue of failed delivery or suspended access. The HQPAF/PAF Uploader:

- does not require any user credentials
- complies with all HIPAA guidelines to protect your practice and your patient's personal data
- allows anyone in your office to access the site and upload documentation
- securely transmits directly to Optum

The HQPAF/PAF Uploader requires less time and effort than preparing and submitting documentation via mail or fax.

To get started, please visit: optumupload.com

1 1. Prepare your HQPAFs/PAFs, progress notes and any additional supporting documentation. *Note: The HQPAF/PAF Uploader only supports the following file types: .pdf, .jpeg and .tif*

2 1. Enter your name
2. Enter your email address
3. Enter any comments about the files being uploaded. *Questions about status or receipt will not be answered.*
4. Click "Next"

The HQPAF/PAF program can help providers identify and address chronic conditions that may otherwise go undiagnosed and/or untreated.
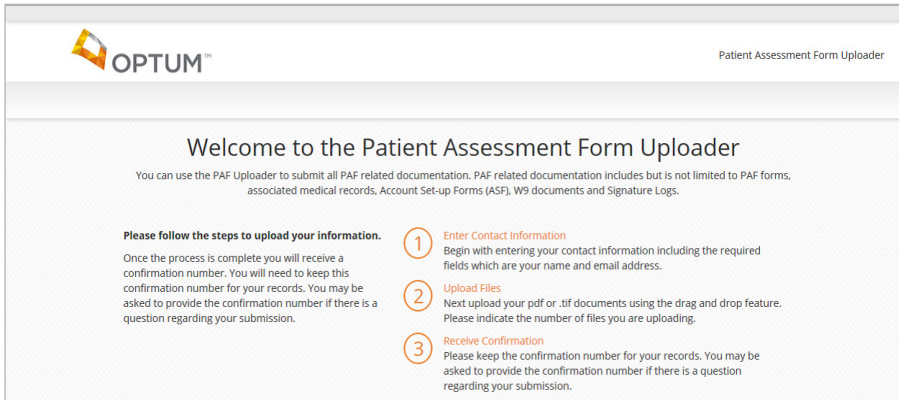
Who can I contact if I have questions?
For questions, please contact the Optum Provider Support Center between 5:00 a.m. - 4:00 p.m PST/8:00 a.m. - 7:00 p.m. EST, Monday – Friday, at 877-751-9207 or email:
providersupport@optum.com
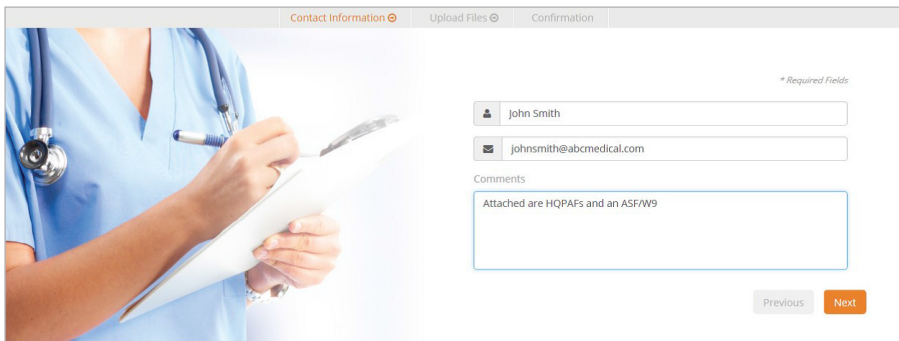
Additional HQPAF/PAF tools
Talk to your local Optum Healthcare Advocate for additional tools on the PAF and HQPAF program. This includes the HQPAF Provider Instructions and the HQPAF Provider brochure.

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3

1. Enter the number of files you will be uploading. The file size limit for a single file is 10MB and a maximum of 50 files can be submitted at once. This number will allow an accurate accounting of all HQPAFs/PAFs submitted.

2. Click "Finish"

4

1. Retain your confirmation number in the event you have questions about the submission

💡 **Additional suggestions**

❑ Create one file per member that includes both the HQPAF/PAF coversheet and progress notes.

    ❑ *Remember: Attach both the HQPAF/PAF coversheet and your progress notes.*

❑ Submit one file per member to ensure a more accurate account of all HQPAFs/PAFs submitted. The "Added File Count" provided in the confirmation step will accurately reflect the total number of HQPAFs/PAFs submitted if you submit one file per member.

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