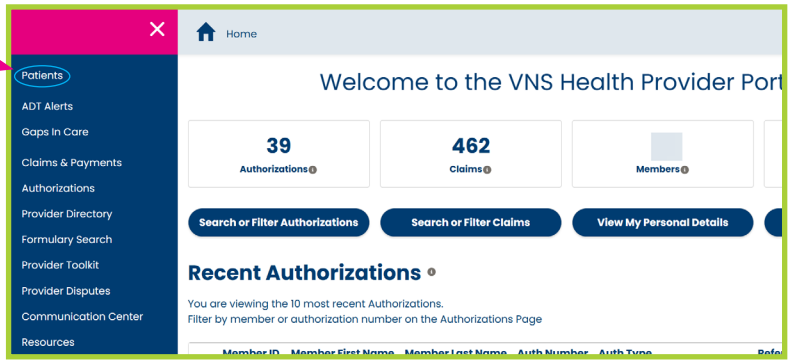
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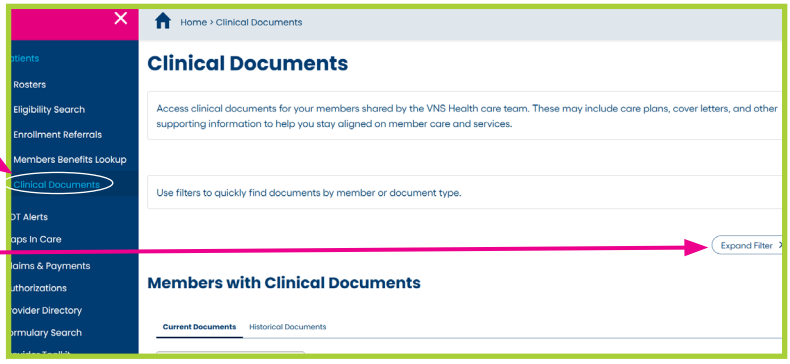
Health Plans Provider Portal: How to Access Clinical Documents, including Person-Centered Service Plan (PCSP)

1 Log in to the portal. Click **Patients** from the top of the left sidebar navigation.

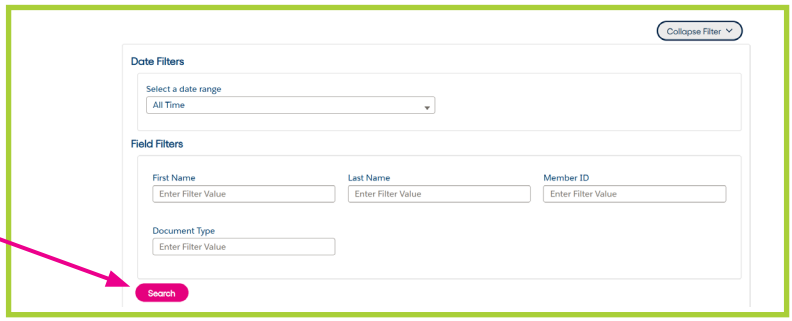


2 From the dropdown menu, select **Clinical Documents** to open the Clinical Documents screen.

By default, the results **Filter** is collapsed and can be expanded by clicking here.



3 With the filter expanded, you can choose from: date range, first name, last name, member ID and/or document type, then click **Search** to apply filters.



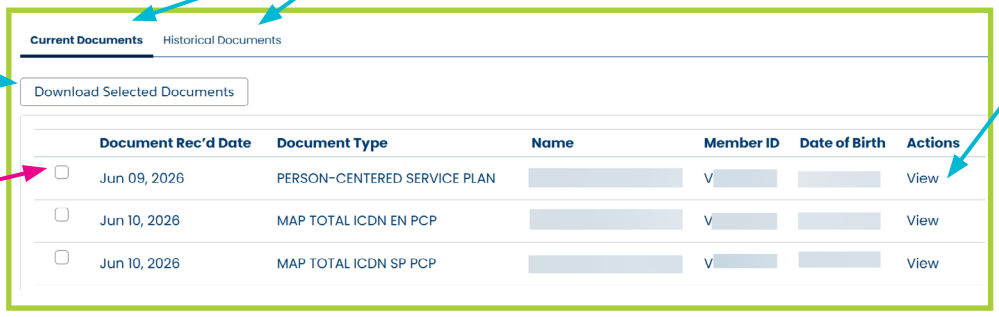
4 From the Documents list:

Click here to **toggle** between Current and Historical documents.

Click here to **download** document(s).

Use the **checkboxes** to select one or more results.

Click here to **view** a selected document.



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