

Konnect NET

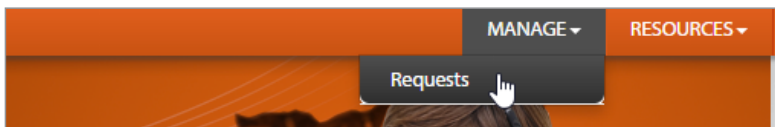
Provider Portal Quick walkthrough



V1.2

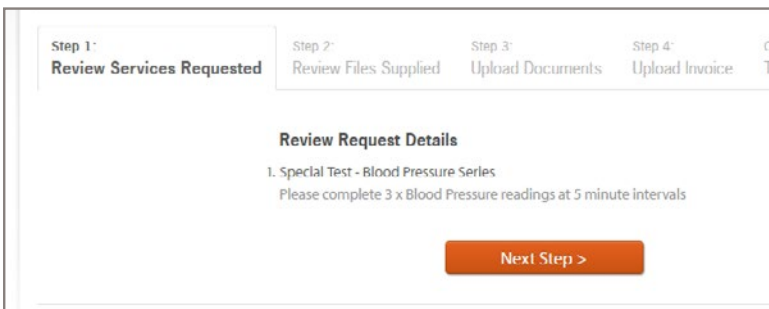
If you have a pending insurance request here are the steps to retrieve the request, upload the required documents and send an invoice for prompt processing. **It is not essential to go through the steps in order.**

Firstly, Log in to Konnect NET



- Go to **“go.konnect.co.nz”** in your browser
- Login with your username and password
- Once logged in, click **“Manage” > “Requests”**
- Click on the **“patient’s name”** to open the request details

Step 1 Review Services Requested



- Review the details of what has been requested
- After reviewing this click **“Next Step >”**

Step 2 Review Files Supplied

The screenshot shows a multi-step process bar at the top with five tabs: 'Step 1: Review Services Requested', 'Step 2: Review Files Supplied' (which is active), 'Step 3: Upload Documents', 'Step 4: Upload Invoice', and 'Optional: Tasks & Notes'. Below the tabs, the heading 'Review Files Supplied' is centered. Underneath, there is a list of two items: '1. Client Authority - Consent.pdf - [Download](#)' and '2. GP Medical Report - Michael Test-NZ470431d-BP Series Special Test.pdf - [Download](#)'. At the bottom center, there is a large orange button labeled 'Next Step >'.

- a. Review the supporting documents supplied by the insurer such as the Purchase Order and the Client Consent
- b. After reviewing these files click **“Next Step >”**

Once the report(s) have been completed and are in the form of an electronic file such as a PDF, you will now be ready to upload them directly to the insurer via the Konnect NET Provider Portal:

Step 3 Upload Documents

The screenshot shows the same multi-step process bar as the previous screenshot, but now 'Step 3: Upload Documents' is the active tab. Below the tabs, the heading 'Upload Reports & Documents' is centered. Underneath, there is a paragraph: 'Once you have completed the services requested, please upload reports or documents if relevant. Otherwise click "skip this step" below or a tab above.' Below this paragraph is a large dashed orange rectangular box. Inside the box, the text 'Drop files here or [click to upload](#)' is centered. At the bottom of the box, in smaller text, it says 'Maximum file upload size is 140mb'.

- a. Click **“Upload Documents”** then **“click to upload”** and browse for the file (or) alternatively you can drag and drop the file from your computer into the box

Step 3 Upload Documents continues...

- b. Click the **“Upload”** button to confirm
(Once you do this, the report will be automatically encrypted for the authorised insurance personnel to access, so it is essential that you select the correct report before clicking Upload to confirm)
- c. When ready **“Next Step >”**

Step 4 Upload Invoice

Requested	Step 2: Review Files Supplied	Step 3: Upload Documents	Step 4: Upload Invoice	Optional: Tasks & Notes
Upload Invoice Details For faster invoice processing, please provide details about your invoice below				
Your Invoice Date *		02/11/2016		
Your Reference *		NZ 058 6554		
Please create an invoice in your system with this reference				
Completing Practitioner *		John Smith		
Total Amount (incl GST) *				

- a. Enter invoice details.
- b. Accept guideline price and save to skip invoice upload or enter the total amount and upload a copy of your invoice.
- c. Ensure the reference on your system generated invoice matches what's entered here.
- d. There's no need to send these invoices by fax, mail, or by any other means.
- e. Done!

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Konnect NET is the trusted connection between insurance and healthcare. Used by all GPs in New Zealand, rated highly for data protection, ease of use, and user support. It minimizes administrative tasks and has halved GP time spent on insurance requests.