

PARTNERSHIP



HEALTHPLAN
of CALIFORNIA

A Public Agency

ShareFile Tutorial



What is ShareFile?


- ShareFile is a secure, cloud-based platform Partnership uses to store and share large files; i.e., HEDIS medical records.
- Preferred browsers: Google Chrome or Mozilla Firefox

How does it work?

- Partnership creates a folder in ShareFile where providers can upload medical records.
- Partnership adds users to the folder after confirming the appropriate contact(s) at the provider site.
 - Requires an email address for each user.
- Added users receive an email with a link to access the folder.
 - Users establish the password for accessing the folder.

What does it look like?

- An email arrives from:
mail@sf-notifications.com
- The email says (Partnership staff name) has shared the folder (*insert your clinic name here*) with you.
- Two options for accessing the folder:
 - > Click here to view this folder
 - Having trouble with the above link? Copy/paste URL



(PHC Staff Name) has shared the folder (Your Clinic Name) with you.

Note From (PHC Staff Name)

I've added you to a folder

> [Click here to view this folder](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://partnershiphp.sharefile.com/f/foba1b03-c87d-41f8-b7ed-1879d0a9298e>

Powered By Citrix ShareFile 2023

What's my password?

At the login screen, click the “forgot password” link to establish the password for your folder.



Company Employee Sign In

ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials.

Sign In

Sign In

Email *

Email

Password *

Password

Sign In

Remember Me

[Forgot Password?](#)

How do I get the list of names?

Shared Folders > HEDIS RY23 MY22 > Tegan's Providers > Example Provider

Example Provider

Items People

Name	Size	Uploaded	Creator
Example Provider_Provider Package.pdf	2 MB	2:23PM	T. Spencer


Email me when a file is: Downloaded from this folder Uploaded to this folder

Click here to upload records.

Partnership's request for medical records will be in the folder, ready to download.
Contains the member list and measure instruction sheets.

How do I get the records into the folder?

Upload to "Example Provider" ✕



Drag files here

[Browse files](#)

Drag and drop files here, or click browse to search for the files.

Upload

Cancel

Who do I contact for help?

- For questions about using ShareFile, please contact the Partnership staff member requesting medical records from your office.
 - If you do not have their contact information, please email HEDISMRA@partnershiphp.org.