



Downloading Action Lists and Lab Submission Guide for P4P

These are the directions for uploading lab submission data and downloading action lists on the UCare secure website (<https://secftp.ucare.org/>).

Preparing lab submission data:

1. Download the file entitled **2011 P4P Lab Submission Template** here: [http://www.ucare.org/providers/Pages/PayforPerformance\(P4P\).aspx](http://www.ucare.org/providers/Pages/PayforPerformance(P4P).aspx)
2. Fill in patient lab data. Please do not alter any of the field headings. Fill in the UCare member number, name, and date of birth for each entry. Data may be submitted at either the clinic level or the system level.
3. Save the document with your health system or clinic name and the date.

Uploading lab submission data:

1. Go to <https://secftp.ucare.org/>.
2. Login using your password and ID.
3. Click on **Folders**.
4. Click on **Distribution**.
5. Select the folder called **P4P Lab Submission**.
6. Click on **Click here to launch the Upload Wizard**.
7. Click **Add File**.
8. Select file to upload.
9. Click **Next**.
10. Chose upload option **Upload Files Individually**.
11. Click **Next** to upload.
12. Click **O.K**.
13. Files will then appear in the selected folder.

Downloading action lists:

1. Go to <https://secftp.ucare.org/>.
2. Login using your password and ID.
3. Click on **Folders**.
4. Click on **Distribution**.
5. Select the folder titled with your health system or clinic name.
6. Locate the file you wish to download.
7. Click on **Download**.
8. Click **Save**. Save to a location on your drive.
9. Click **Close**.

Deleting files:

1. Go to <https://secftp.ucare.org/>
2. Login using your password and ID.
3. Click on **Folders**.
4. Click on **Distribution**.
5. Select the folder containing the file you wish to delete.
6. Locate the file you wish to delete.
7. Click on **Delete**.
8. Click "YES".
9. The file should now be deleted.