



Document Vault

Access Letters and Reports Online With Document Vault

Use **Document Vault** to download claim and prior authorization letters and access reports. Letters are available in Document Vault the day they're generated so all authorized users* in your organization can view them right away — no more waiting to take action. Check **UHCprovider.com/documentvault** often to see which new letters and reports have been added.

With Document Vault, you can:

- ✓ Access reports and data files for UnitedHealthcare and UnitedHealthcare West members
- ✓ Get claim letters for most UnitedHealthcare commercial and Medicare members
- ✓ Get prior authorization letters for UnitedHealthcare commercial, Medicare and UnitedHealthcare West members
- ✓ Easily find your letters in folders or using one of the search options
- ✓ Flag letters for convenient viewing
- ✓ Download and print documents



Document Vault
Electronic Letters
& Reports

How to Access Document Vault

Sign in to Link by clicking on the Link button in the top right corner of **UHCprovider.com**. Then, select the Document Vault tile from your Link dashboard.

Go Paperless

Now that you use Document Vault to access claim letters, your Link Password Owner can turn off delivery of paper copies in the mail. Go to **UHCprovider.com/paperless** to learn more.

Learn More

Visit **UHCprovider.com/documentvault** for more information.

If you have questions, please call the UnitedHealthcare Connectivity Help Desk at **866-842-3278, option 1**, from 7 a.m. to 9 p.m. Central Time, Monday through Friday.

Link: Online self service for care providers



* claimsLink users can view and download claim letters in Document Vault, and Prior Authorization and Notification users can do the same for prior authorization letters.

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