



175 TownPark Drive, Suite 400, Kennesaw, GA 30144

UPLOADING RECORDS TO THE AVS WEBSITE

These instructions are for using the AVS website to upload medical records.

The system requirements are a computer with Internet Explorer (version 5.5 or higher). The web browser must have both Java Script and Cookies enabled. The URL for the login prompt is: www.avslc.com/login.aspx.

Here the user will enter their assigned username and password.
After a successful login, begin by accessing the 'New Work Request' link.

At the 'New Request/Upload' page, enter the information in the appropriate fields.
The 'Date of Birth' format should be 'MM/DD/YYYY' with the slashes in it.
The 'SSN#' field should contain numbers only (no slashes or dashes).
Type the zip code in like this 30041 or 30041-4102.
Policy Amount: Field should not contain any commas. For a policy amount of \$1,000,000 it should be typed 1000000.
The state should be your client's state of residence.
Optional fields are 'Client Ref #' and 'Comments'.

Click 'Save Info'

Use the 'Browse' button to locate and attach your form.
The field labeled 'HIPPA/ROI' must contain your completed HIPPA/ROI form.
Use the remaining fields to attach medical records to be uploaded.
Use zipped files to upload very large medical records.
At least one medical record must be attached before the upload will work.

NOTE: Only Microsoft Word documents (.doc), Adobe Acrobat (.pdf), and Zipped folders (.zip) can be uploaded to the AVS website. Only black and white scan/files are accepted.

Click the 'Upload Files' button to begin uploading.
Another window will open automatically (the 'Upload Progress Indicator' window) confirming the upload is in progress.

When uploading is complete, the 'Indicator' window closes and the 'File Upload History' will display.

Should the 'File Upload History' fail to open automatically, click the link 'Show Previous Uploaded Files' near the top of the 'New Request/Upload' page. This will display the upload history.

If you have any questions email helpdesk@avslc.com or telephone 678-388-2126 from 8 am until 5 pm EST.