

INSTRUCTIONS FOR USING THE CENTER'S SECURE FILE TRANSFER PROTOCOL (FTP) SITE -PLEASE READ AND REGISTER YOUR AGENCY-

This attachment outlines the process to register your agency and access the Center for Medicare Advocacy's FTP site. This site will allow agencies to deliver documents and medical records to the Center in a secure and efficient manner. The FTP site is the preferred method of submitting documents to the Center.

Please contact Crystal Campbell at 860-456-7790 or CCampbell@MedicareAdvocacy.org to register your agency and receive your login information.

The Center will require the name and the e-mail address for at least one contact person at each agency site.

Each agency user will receive an email containing a link to log in to the Center's secure FTP site, ShareFile. This link will guide you through the steps for creating a personalized password which will give the agency complete access to its secure HIPAA compliant folder on the FTP site. Documents and medical records can be uploaded and removed from this folder at any time. After the Center downloads records and documents received from each agency, the files will be deleted from ShareFile, however we always retain an exact copy of everything received. We also receive email notification every time anything is uploaded or downloaded from each folder and we can generate reports which will list the history of all file activity for each folder.

Access to the FTP log-in can be reached via the agency FAQ page at the Center for Medicare Advocacy's website or by accessing the following link:

<https://medicareadvocacy.sharefile.com/Authentication/Login>

Each agency will have the ability to place documents and medical records into its secure folder on the FTP site. An agency may also add and remove documents from its FTP folder. If you have any questions about this process, please contact Crystal Campbell at 860-456-7790 or at CCampbell@MedicareAdvocacy.org.