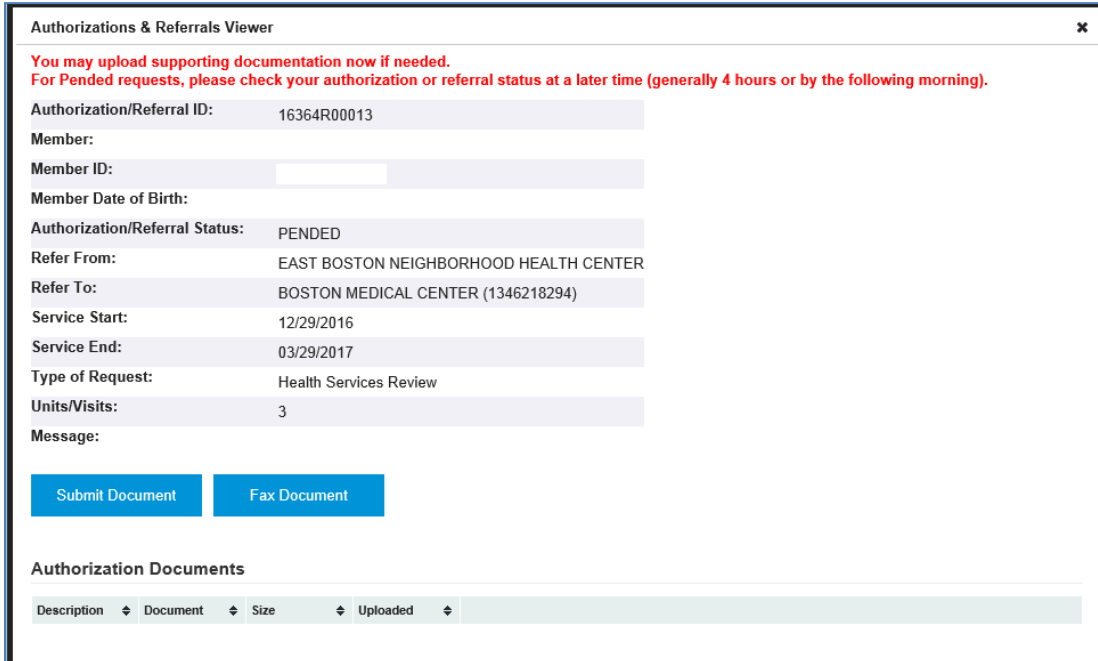# NHPNet Reference Guide for New Fax Coversheet

Effective 5/1/17*: If you are unable to submit supporting clinical information electronically via NHPNet, you will be required to fax any clinical documentation with a system generated coversheet. Within the response screen in NHPNet a "fax document" button will now appear immediately after creating an authorization, once selected a coversheet will generate. When submitting revisions the same process will apply.

Please note: If your submission request does not provide a real-time response like the one pictured below, you will have to check back at a later time when the request is in our system.

Response screen in NHPNet:

After clicking on the "Fax Document" button it will generate the below Fax cover sheet with a barcode referencing the relevant information of the request you submitted. Once faxed, it will automatically attach the clinical information to the appropriate authorization in NHPNet.

*A 90 day grace period beginning 1/30/17 and ending on 5/1/17 will be in place to support any transition needed for providers.