

Library Guidelines

PAI Document Library

Please enter your search criteria below.

Search

Group Code Date Stamp Version Desc

The diagram shows a screenshot of a web-based document library interface. At the top right are 'Home' and 'Admin' buttons. Below is a search bar with six input fields labeled 'Group', 'Code', 'Date Stamp', 'Version', and 'Desc'. A 'Search' button is at the bottom left of the search area. Red arrows point from the explanatory text below to each of the six input fields.

To locate documents in the library, just enter any search criteria into the corresponding input box and click Search.



The image shows a screenshot of the PAI Document Library search interface. At the top, there is a blue header bar with the title "PAI Document Library". Below the header, there are two buttons: "Home" (highlighted in red) and "Admin". A message "Please enter your search criteria below." is displayed above a search form. The search form contains several input fields: "Group" (which is circled in red), "Code", "Date Stamp", "Version", and "Desc". Below these fields is a "Search" button.

Group can be something other than a Group Number. If it's not group specific, then the following guidelines apply:

- Use **PAI** when it applies to self funded business.
- Use **LB** if the document only applies to all fully insured limited benefit business.
- Use the product name for documents applicable to specific products such as:
 - **HC** (Hospitality Care)
 - **EC** (Essential Care)
 - **CGAP** (Companion Life GAP Supplement Plans)
 - **ASGAP** (Alliance Secondary GAP Supplement Plans)
 - **SM** (Simply Med)
- Use the carrier specific acronym for items only applicable to that specific fully insured insurance carrier's products such as:
 - **ING** (ING Insurance Company)
 - **COMP** (Companion Life)
- Use **PHARM** if the document only applies to prescription drugs.

The result list will contain a “Select” link and, if present, a “View” link for notes. Selecting the “Select” link for a document will open the document for you to preview and the “View” link will open the notes in a popup window

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Group	Code	Date Stamp	Ver	Desc	Type	Notes
Select	SF	025	20140513	1	HT57_COB_LTR	pdf
Select	SF	025	20140513	1	HT58_Mammography_Claims_Providers_Rev20130718	pdf
Select	SF	025	20140513	1	HT60_HIPAA_HITECH_BusinessAssocAddendums	pdf
Select	SF	025	20140513	1	HT61_Invalid_SSNUMID_IN_SYNCHRONY	pdf
Select	SF	025	20140513	1	HT62_Provider_Type_Inquiry_Category	pdf
Select	cc	025	20140513	1	HT64_COB_DIGITALACK_SOND_CLAIMS	pdf

PAI Document Library - Note Preview - Windows Internet Explorer

http://pai342/PAILibrary/ViewNote.aspx

Sample note saved here.

Subsequent notes can always be added at a later time.

The toolbar above allows for **Bold**, *italic*, and underline, as well as for spell check. Press the “Save” icon in the toolbar to save the notes.

You can enter multiple search criteria to further limit your results. The description field will do a fuzzy search (your input in any part of the description) for the text you enter.

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Group	Code	Date Stamp	Ver	Desc	Type	Notes
SF	025	20140513	2	HT108_ID_VerificationProcedures_Rev-01	pdf	

Group SF Code _____ Date Stamp _____ Version 2 Desc HT Search

If you cannot remember a document code, you can click on the Code link which will pop-up a window with all the current valid document codes.

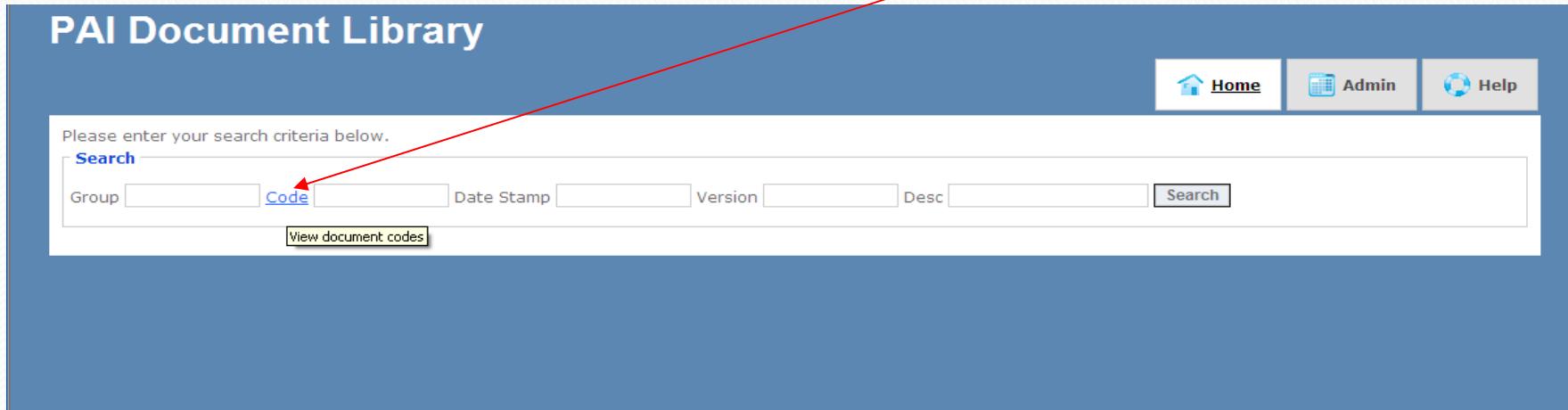
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Group [Code](#) Date Stamp Version Desc

[View document codes](#)



Code	DocType
001	Ad
002	Agenda
003	Agent Appointment paperwork (Single Case agreement, W-9, applications)
004	Approval/sign off
005	Benefit Enrollment Guide
006	Binder (Combined materials)
007	Booklet
008	Brochure