

DocUpload Provider & Organization-designated Administrator Registration

To Register as a DocUpload Organization-designated Administrator:

1. Notify your executive leadership (i.e. CEO, President, or Executive Director) that you wish to be the Organization-designated DocUpload Administrator for your organization. This role requires you to be responsible for approving and maintaining all users within your organization's access and use of the QSource of Arkansas DocUpload system for medical record upload.
2. Complete and provide the required DocUpload Provider Registration form to your executive leadership for their review, approval and signature.
3. Mail the original registration form(keeping a copy for your records) to QSource of Arkansas at this address:

QSource of Arkansas
124 West Capitol Ave., Ste 900
Little Rock, AR 72201

QSource of Arkansas will process the registration form. You will be notified by e-mail when your organization and user registrations are complete and you can sign in to the DocUpload system. A separate e-mail will be sent containing your system password.

DocUpload User Registration

To Register as a DocUpload User:

1. Notify your Organization-designated DocUpload Administrator that you need to become a registered DocUpload user.
2. Provide the required registration information to your designated Administrator.
3. Sign and date the printed copy of your registration form.
4. The Organization-designated DocUpload Administrator will review and approve by signing the user registration form.
5. Mail the original registration form(keeping a copy for your records) to QSource of Arkansas at this address:

QSource of Arkansas
124 West Capitol Ave., Ste 900
Little Rock, AR 72201

QSource of Arkansas will process the registration form. You will be notified by e-mail when your registration is complete and you can sign in to the DocUpload system. A separate e-mail will be sent containing your system password.