

GETTING STARTED WITH PROVIDERSOURCE™

Your one stop for credentialing and privileging data management



Get started at
www.onehealthport.com

ProviderSource is a free service that can reduce credentialing hassles for good. ProviderSource is an easy-to-use online portal to the OneHealthPort Provider Data Service, a statewide system hosted by OneHealthPort for centralized collection, verification and distribution of all provider data to be used for credentialing and privileging.

To use ProviderSource, each credentialed provider or practitioner in your organization must be set up with his or her own unique OneHealthPort login. Here's how to get started:

- **The staff in your organization who manages credentialing and privileging data need OneHealthPort Administrator logins so that they can access ProviderSource's account manager function. The account manager function allows selection of practitioners for data entry and edits.** To do this, a current OneHealthPort administrator in your organization must nominate them first as OneHealthPort users if they do not already have a OneHealthPort login. Then they can be promoted to administrators. If credentialing staff already have a OneHealthPort login, they can simply be promoted to administrators.
- **Each credentialed practitioner in your organization will need his or her own unique OneHealthPort login.** To do this, a OneHealthPort administrator in your organization must nominate practitioners as OneHealthPort subscribers. To nominate a subscriber, you will need the practitioner's legal name. Use an email address that will go to a person who will help the provider complete registration. Select the "Licensed practitioner" role for the new user. Only users with the Licensed practitioner role will appear in the account manager function for staff to assist with data entry and record maintenance.
- **Credentialing staff may need to assist practitioners to activate their accounts.** We recommend that staff go through the subscriber registration process with or on behalf of providers to set up their user account, password and secret questions. Whoever is completing this phase of the registration process will need to provide accurate information for the credentialed provider as the legal name and date of birth data will be used as part of the ProviderSource™ practitioner record.
- **Each credentialed practitioner will need a "Browser Second Factor" added to their active OneHealthPort account.** This is an additional level of security that entails assigning and answering several secret questions. Staff should help practitioners set up a Browser Second Factor on the PC they will use to attest to their credentialing information.

For instructions, see the "ProviderSource™ Set Up: A Step-By-Step Guide" at http://www.onehealthport.com/pdf/ProviderSource_Set_Up.pdf