

# OneHealthPort setup for ProviderSource™ Users

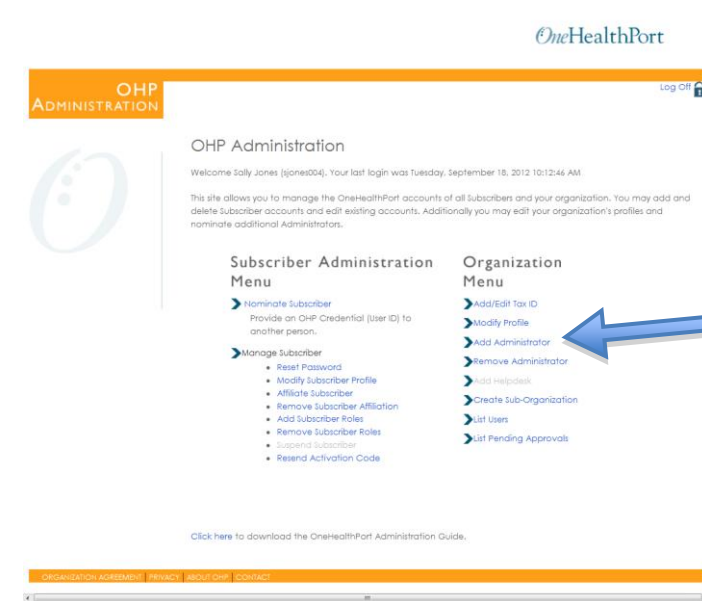
## A Step-By-Step Guide

Before you can use ProviderSource to manage your provider data used for credentialing, follow this guide to set up each credentialed provider or practitioner in your organization. **The steps in this guide must be completed before you can use ProviderSource™ to manage your provider data.**

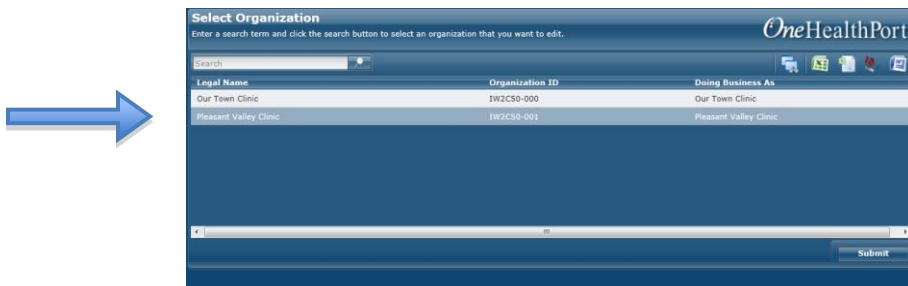
**If you or the provider already have an OneHealthPort subscriberID login, please do not create additional subscriberIDs. You need only one subscriberID login for all OneHealthPort business, including ProviderSource access. Please do NOT share your OneHealthPort userID and password. If you have any questions about your current subscriberID login, call 1-800-973-4797 for assistance.**

### 1. Current OneHealthPort Administrator Designates Administrator(s) for Credentialing

Each organization that uses OneHealthPort already has one or several administrators. If your organization's OneHealthPort administrators are not the people who manage credentialing, you will need to add these staff as administrators in order for them to access the Account Manager function in the ProviderSource application. Only staff with an OHP administrator role will have access to Account Manager which provides data management rights to all practitioner data for your organization.



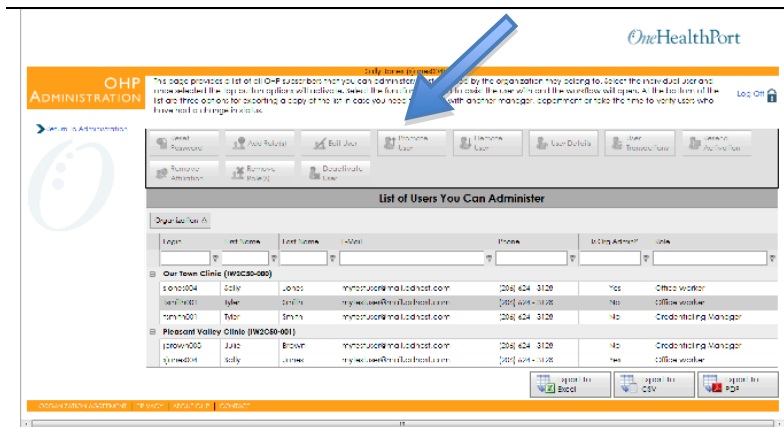
Log on as administrator in "Manage Your Account" and select "Add Administrator" or "List Users".



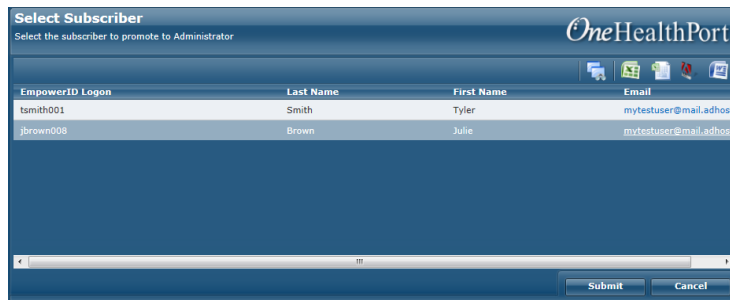
Pick the desired organization from the drop down and select Submit. Enter the subscriber name for promotion to administrator. You can see a list of active users with the "user list" function or use the search tool to find the subscriber you wish to

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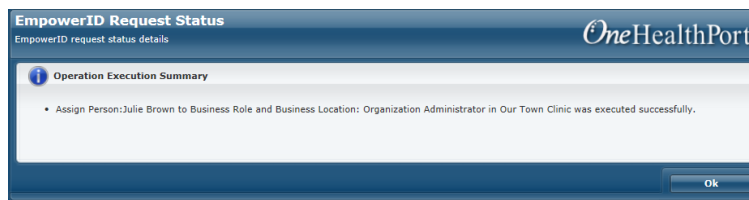
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upgrade with administrative privileges.



The requested subscriber account will come up on the screen for you to confirm. If you have chosen the correct subscriber, select "Submit".



You will receive a confirmation screen.

**Note:** A person must already be an active OneHealthPort subscriber in order to be granted administrator rights for your organization. If the people in your organization who are responsible for managing credentialing are not current subscribers, first nominate them as a subscriber and have them complete registration and activate an OneHealthPort credential. You can then follow the steps above to promote them to administrator.

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### 2. OneHealthPort Administrator for Your Organization Nominates Each Provider / Practitioner Who Will Be Credentialed as a Subscriber

Each provider or practitioner must have a unique OneHealthPort user name and password assigned with “Browser Second Factor” security activated in order for the administrators to upload documents and fill out credentialing information, and in order for providers to attest to their credentialing or privileging submissions. **Any OneHealthPort administrator in your organization can nominate providers to become OneHealthPort subscribers. Only OneHealthPort user accounts with the Licensed Practitioner or Licensed Nurse roles will be displayed in the Account Manager function of the ProviderSource application.**

OneHealthPort

OHP ADMINISTRATION

OHP Administration

Welcome to the OneHealthPort Administration site. This site is for use by Administrators designated by their organizations to manage individual Subscribers and their organizations.

The Administration site is password protected, for use by authorized Administrators only. To log on, enter your User ID and password below.

Login

USER ID: strown024

PASSWORD: [masked]

submit

Log on by going to “Manage Your Account” and then “Administrator Account” and entering your user ID and password.

OneHealthPort

OHP ADMINISTRATION Log Off

OHP Administration

Welcome Sally Jones (sjones024). Your last login was Tuesday, September 18, 2012 10:12:46 AM.

This site allows you to manage the OneHealthPort accounts of all Subscribers and your organization. You may add and delete Subscriber accounts and edit existing accounts. Additionally you may edit your organization's profiles and nominate additional Administrators.

Subscriber Administration Menu

- Nominate Subscriber  
Provide an OHP Credential (User ID) to another person.
- Manage Subscriber
  - Reset Password
  - Modify Subscriber Profile
  - Affiliate Subscriber
  - Remove Subscriber Affiliation
  - Add Subscriber Roles
  - Remove Subscriber Roles
  - Suspend Subscriber
  - Resend Activation Code

Organization Menu

- Add/EDI Tax ID
- Modify Profile
- Add Administrator
- Remove Administrator
- Add Helpdesk
- Create Sub-Organization
- List Users
- List Pending Approvals

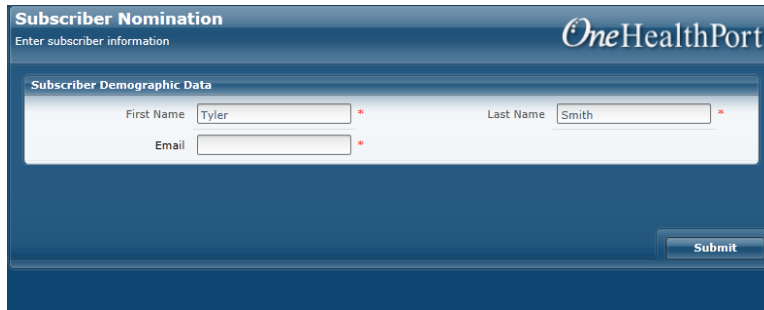
Click here to download the OneHealthPort Administration Guide.

OHP ADMINISTRATION | PRIVACY | ABOUT OHP | CONTACT

Select “Nominate Subscriber” then click “Begin” after reading about subscriber nomination.

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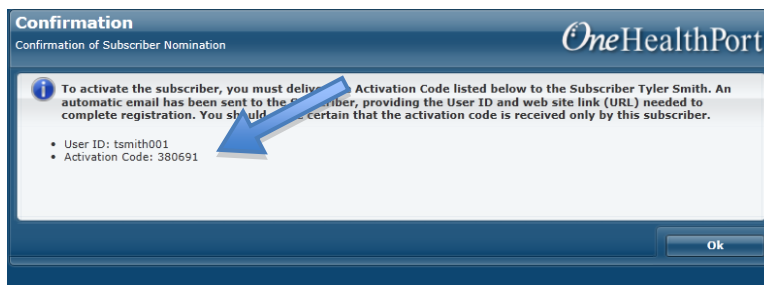


Enter information on the provider including full name, email address. Use an email address that will go to a person who will help the provider complete registration.



Role	Description
<input type="checkbox"/> Billing specialist	
<input checked="" type="checkbox"/> Credentialing Manager	
<input type="checkbox"/> EFT Administrator	
<input type="checkbox"/> Licensed nurse	RN, LVN, LPN
<input checked="" type="checkbox"/> Licensed practitioner	MD, OD, DDS, DMD, PA, ARNP
<input type="checkbox"/> Medical assistant	Nurse's assistant, CNA or RNA
<input type="checkbox"/> Medical Director	
<input type="checkbox"/> Office manager	

Select the “Licensed Practitioner” role for new users you want to appear in the ProviderSource account manager function. Then click “Submit” to proceed.



To activate the subscriber, you must deliver the Activation Code listed below to the Subscriber Tyler Smith. An automatic email has been sent to the subscriber, providing the User ID and web site link (URL) needed to complete registration. You should also confirm that the activation code is received only by this subscriber.

- User ID: tsmith001
- Activation Code: 380691

You will then see confirmation of successful nomination. ***It is very important to note the activation code on this screen.*** It is needed to complete registration, but will not be viewable after this screen is closed. Print a copy to give to the person activating the new account.

At this time, an email will automatically be sent to the email address you provided, with the subscriber ID and a link to complete registration. You will need to provide the activation code separately.

**Note:** The activation code is a one-time only code. It is valid for 30 days after creation; however, once the registration process has been completed and the subscriber has finished the last step of creating their password, the activation code will no longer be valid.

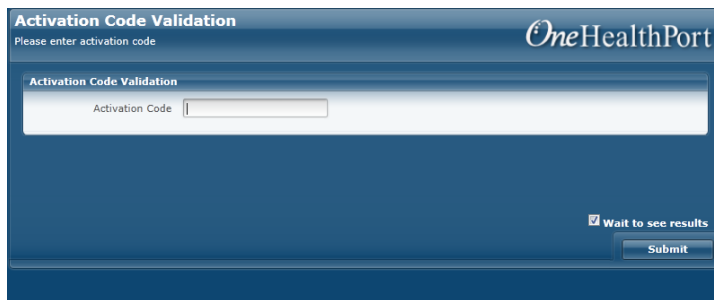
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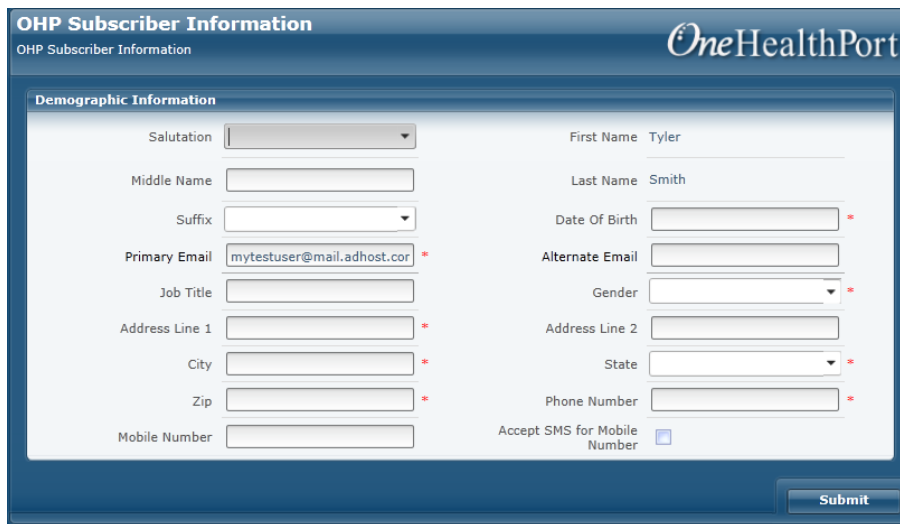
### 3. Assist Providers / Practitioners in Registering as a Subscriber

Administrators may need to assist providers with account set up and activation. For this phase of the registration process, you 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. The information requested includes full name, business contact information, date of birth, and gender. You will also need to assign “secret questions” as part of the Browser Second Factor setup.

An email with instructions for registration will be sent to the provider or practitioner ( to the email address assigned to them during nomination). The email will provide the subscriber ID, a link to Subscriber Registration and the nominating administrator’s name and contact information. To complete registration, the person assisting the provider will need the activation code from the administrator. Click on the link in the email, and begin the steps below:



Enter the subscriber’s subscriber ID (in the invitation email) and activation code (provided by the administrator) and click “Submit”.



Enter business contact information, date of birth and gender then click “Submit”. Name and Date of Birth are essential to matching the records and other credentialing data about the practitioner.

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**New Password Entry**  
Please enter a new password that matches the complexity policy

**OneHealthPort**

**Password Policy**

- The minimum password length is 8 characters
- The Maximum password length is 24 character(s)
- Passwords must contain characters from at least three of the following categories:
  - English upper case letters [A, B, C, ... Z]
  - English lower case letters [a, b, c, ... z]
  - Numbers [0, 1, 2, ... 9]
  - Non-alphanumeric characters such as punctuation symbols

**New Password**

New Password

Confirm Password  \*

The practitioner will then be asked to set their password.

**Password Self-Service Reset Questions**  
Please answer questions for future password self-service reset

**OneHealthPort**

**Selectable Questions**

Question	Answer
What was your High School Mascot ▼	****
What was the first car you learned to ▼	****
Where would your dream vacation be ▼	****
What was the name of the hospital ▼	*****

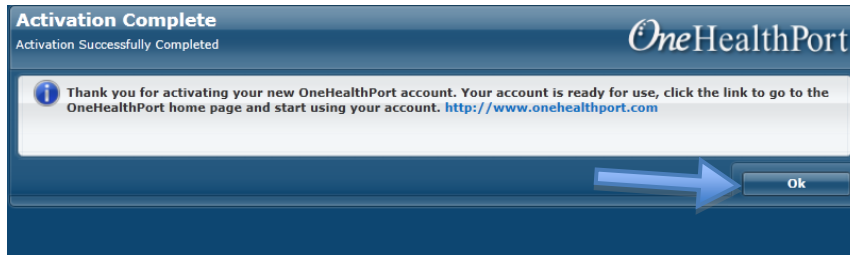
Hide Answers

They will need to answer a series of questions that they will use later to secure the computer they are using to access their credentialing record.

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You will receive confirmation of successful password / secret question creation. This completes the registration process. The subscriber may immediately use the subscriber ID and password to access any OneHealthPort service or site.

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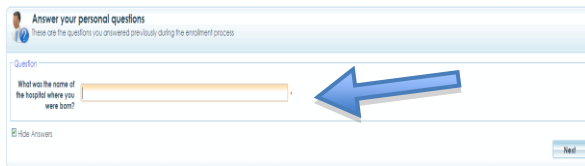
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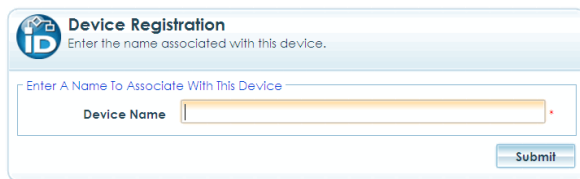
### 4. Last Step! Activate Additional “Browser Second Factor” Security

For added security for sensitive provider information, a final step is required to apply “Browser Second Factor” security for ProviderSource™ digital signature attestation of the practitioner record. This online security feature provides additional protection to the provider’s login similar to most online banking sites. Browser Second Factor works with an existing OneHealthPort login and password to recognize both the computer and the login to protect against unauthorized access. Once the new practitioner has an active OneHealthPort login, with a password and secret questions set, they must login and follow these last steps.

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The First time you login to a site that requires Second Factor level access you will need to answer the questions you set while making your password.



After naming your device click “Submit” and the security cookie will be installed.

You will then be directed into the site you were trying to access.

This ends the set up. The practitioner is now ready to use the ProviderSource application.

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