

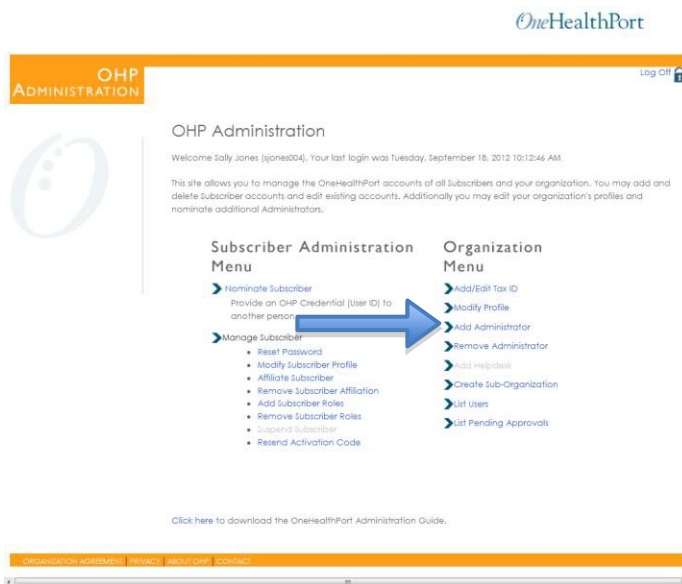
Getting Started Guide Step-By-Step Instructions to Access ProviderSource

This guide outlines the steps that **must** be completed before you can use ProviderSource™.

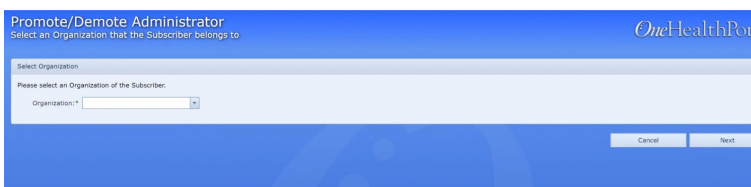
1. Establish an Administrator for Credentialing

Note: To grant Administrator rights to a person in your organization, they must already be a OneHealthPort Subscriber. If the person responsible for managing credentialing is not a current Subscriber, nominate them as a Subscriber. See Step 2B.

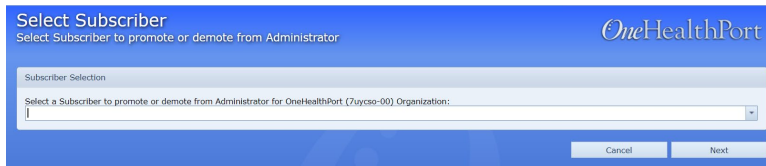
Each organization that uses OneHealthPort already has at least one Administrator. If your organization's OneHealthPort Administrator is not the person who manages credentialing, you will need to add them as an Administrator.



Log on as an Administrator in “Manage Your Account” and select “Add Administrator”



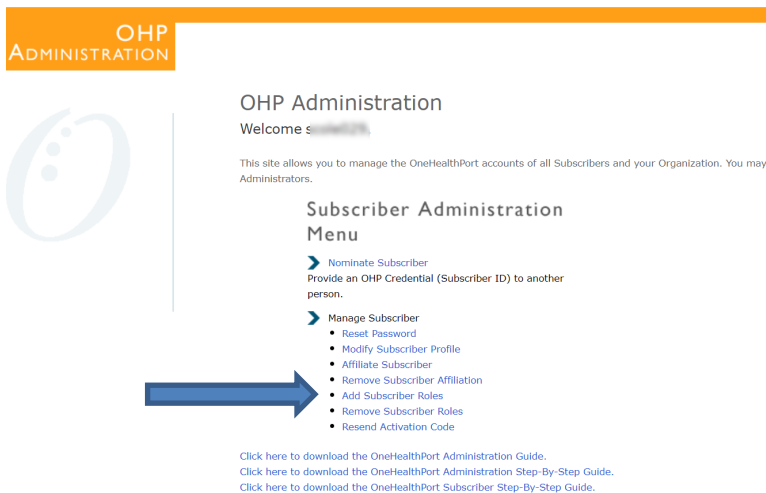
Pick the desired organization from the drop-down and click “Next.”



Select the Subscriber you from the drop down and click “Next”. Only select “Next” if you have selected the appropriate Subscriber as this is the final step.



You will receive confirmation.



OHP ADMINISTRATION

OHP Administration
Welcome s [redacted]

This site allows you to manage the OneHealthPort accounts of all Subscribers and your Organization. You may as Administrators.

Subscriber Administration Menu

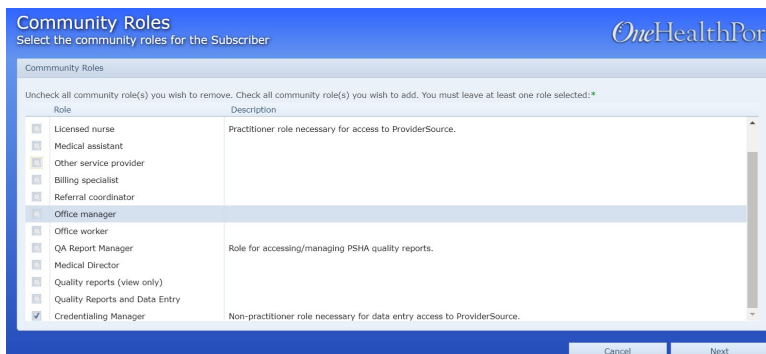
- Nominate Subscriber
Provide an OHP Credential (Subscriber ID) to another person.
- Manage Subscriber
 - Reset Password
 - Modify Subscriber Profile
 - Affiliate Subscriber
 - Remove Subscriber Affiliation
 - Add Subscriber Roles
 - Remove Subscriber Roles
 - Resend Activation Code

[Click here to download the OneHealthPort Administration Guide.](#)
[Click here to download the OneHealthPort Administration Step-By-Step Guide.](#)
[Click here to download the OneHealthPort Subscriber Step-By-Step Guide.](#)

Next you will need to make sure the Administrator has the credentialing role on their account.

Go back to the Subscriber Administrator Menu and click on “Add Subscriber Rolls”

Select the organization and the Subscriber.



Community Roles
Select the community roles for the Subscriber

Uncheck all community role(s) you wish to remove. Check all community role(s) you wish to add. You must leave at least one role selected.*

Role	Description
<input type="checkbox"/> Licensed nurse	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Medical assistant	
<input type="checkbox"/> Other service provider	
<input type="checkbox"/> Billing specialist	
<input type="checkbox"/> Referral coordinator	
<input type="checkbox"/> Office manager	
<input type="checkbox"/> Office worker	Role for accessing/managing PSHA quality reports.
<input type="checkbox"/> QA Report Manager	
<input type="checkbox"/> Medical Director	
<input type="checkbox"/> Quality reports (view only)	
<input type="checkbox"/> Quality Reports and Data Entry	
<input checked="" type="checkbox"/> Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.

Select “Credentialing Manager” at the bottom of the list and click “Next.” You will receive a confirmation after this step.

2. Establish a OneHealthPort Subscriber ID for the Provider

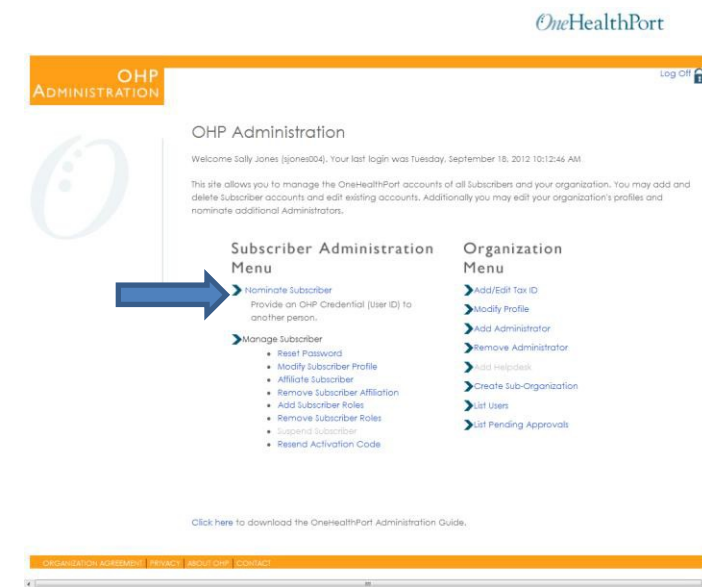
Each provider or practitioner must have a unique OneHealthPort Subscriber ID and password to complete credentialing information.

To nominate a new Subscriber who does not have a OneHealthPort ID, Go to Step **2A**

If the provider has an active OneHealthPort Subscriber ID or has ever had one at any time, their ID follows them wherever they go. You can affiliate their ID to your organization. Do not nominate them for a new OneHealthPort Subscriber ID. To affiliate an existing OneHealthPort Subscriber to your organization, go to Step **2B**

Note: Be sure the provider has a Licensed Practitioner or Licensed Nurse role on their account.

Step 2A) Nominate a Subscriber who does not have a OneHealthPort Subscriber ID



Log on by going to “Manage Your Account,” then to “Administrator Account”.

Select “Nominate Subscriber,” then click “Begin” after approving the acknowledgment about Subscriber nomination.

Once you’ve picked your organization from the dropdown, Provide the practitioner or provider's full name and email address.

Role	Description
<input type="checkbox"/> EFT Administrator	Electronic Funds Transfer administrator.
<input checked="" type="checkbox"/> Licensed practitioner	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Licensed nurse	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Medical assistant	
<input type="checkbox"/> Other service provider	
<input type="checkbox"/> Billing specialist	
<input type="checkbox"/> Referral coordinator	
<input type="checkbox"/> Office manager	
<input type="checkbox"/> Office worker	
<input type="checkbox"/> QA Report Manager	Role for accessing/managing PSHA quality reports.
<input type="checkbox"/> Medical Director	
<input type="checkbox"/> Quality reports (view only)	
<input type="checkbox"/> Quality Reports and Data Entry	
<input type="checkbox"/> Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.

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

Subscriber Nomination Results

A new Subscriber [redacted] has been added to the Organization [redacted] with the role of:

- Licensed practitioner

To activate the Subscriber, you must deliver the Activation Code listed below to the Subscriber. An automatic email has been sent to the Subscriber. You should make certain that the activation code is received only by this Subscriber.

Activation Code: **143452**

Note: This activation code will expire in 72 hours. After expiration, you, the administrator, must log into the Organization Administration

You will get confirmation of a successful nomination.

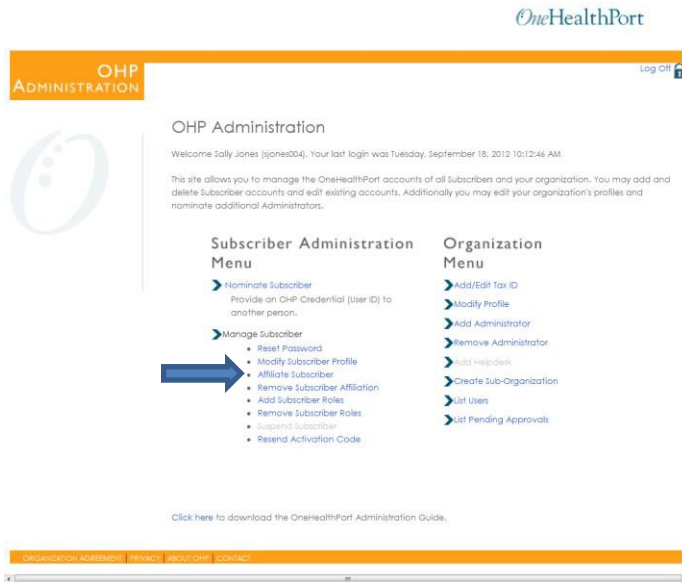
Note the activation code on this screen. You'll need to provide this code to the user so they can complete their registration.

This code will not be viewable after you close the screen.

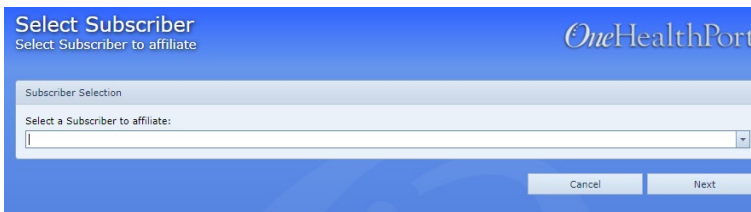
The system will automatically generate an email to the user’s email address you provided. The email will include their Subscriber ID and a link to complete registration. They will need the activation code, which you will give separately.

Note: The activation code is one-time-only. It is valid for 30 days; 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.

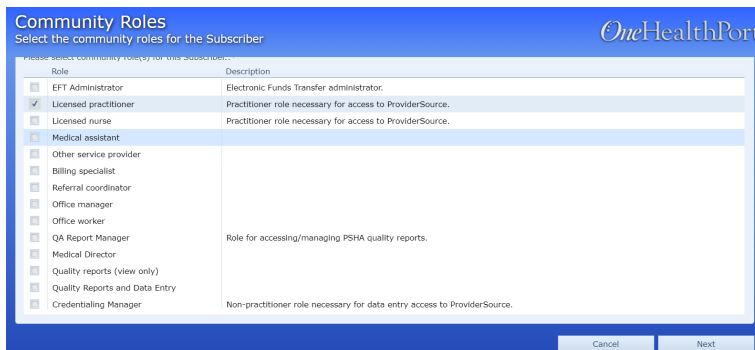
Step 2B) Affiliate an existing OneHealthPort Subscriber to your organization



Log on as an Administrator in “Manage Your Account” and select “Affiliate Subscriber”



Once you’ve picked your organization from the dropdown, select the Subscriber you wish to nominate. You can enter their email address or their Subscriber ID to locate them. Click “Next.”

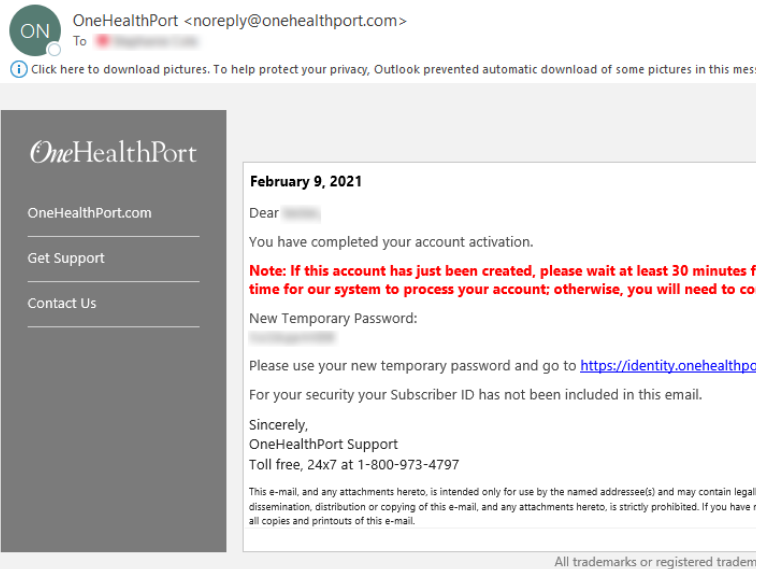


Select the Licensed Practitioner role and click “Next.” You will receive confirmation that the Subscriber has been affiliated to your organization.

3. Complete Provider Account Registration

When you nominate a Subscriber, the system will send an email with instructions to the provider (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 provider will need the activation code from the Administrator.

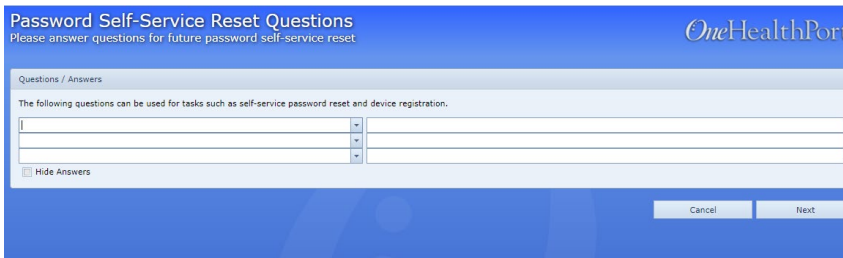
OneHealthPort Account Activation Notice



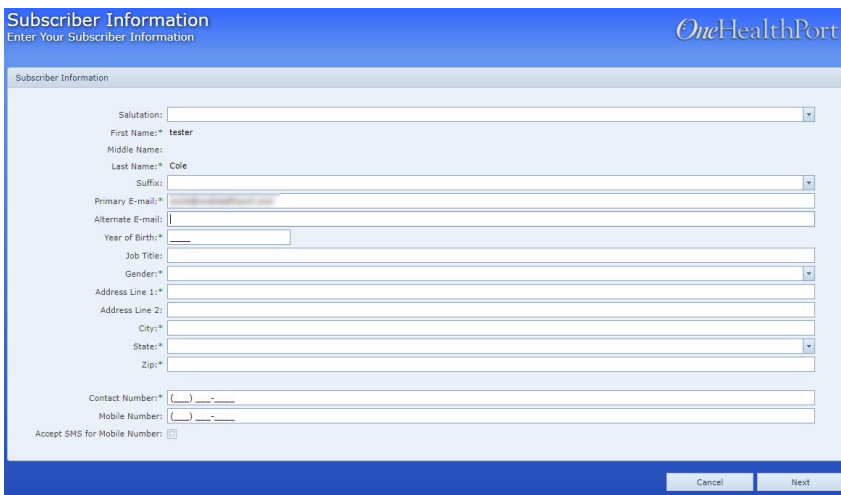
The provider must click on the link in the email to activate their account.

Enter the Subscriber ID (in the invitation email) and activation code (provided by the Administrator) and click "Next."

Confirmation that the account is activated. Next, you'll sign in using the temporary password.

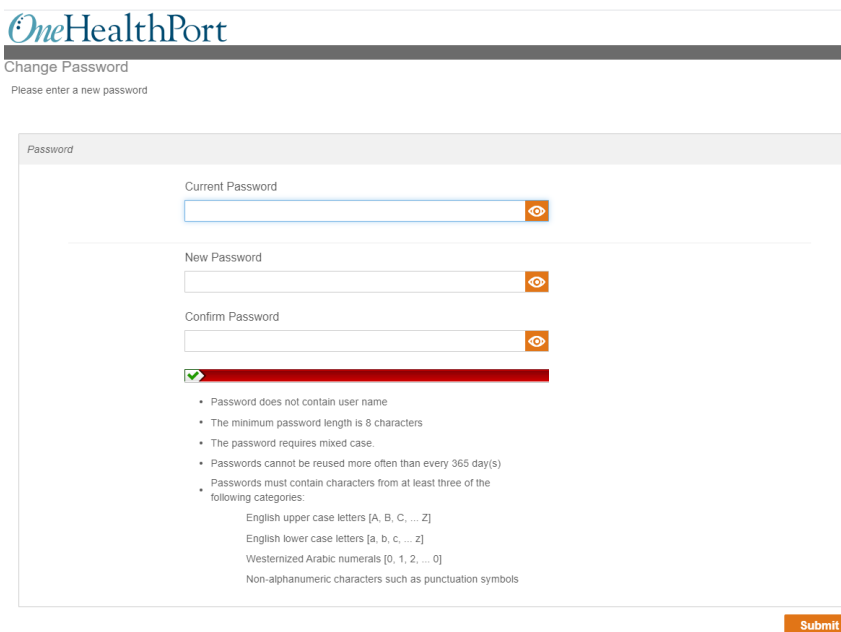


After entering your temporary password, you'll answer a series of questions to secure your account.



Next, enter your business contact information, date of birth, and gender, then click "Next."

Note: Name and Date Birth are essential to matching the records and other credentialir data about the practitioner.



Lastly, you will set your new password and click "Submit."

That completes your account activation.

If you have any questions or need assistance with setting up your OneHealthPort account, please call us at 1.800.973.4797 or fill out our [contact form](#).