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.

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<form></form>	COMP Administration Welcome Sally Jones (giones04), Your last login was tues this site allows you to manage the One+ealthPort accound delete Subscriptor account. A	day, september 18, 2012 10:12:44 AM. Info of all Subscribes and your organization. You may add and	"Manage Your Account" and
Prove Status St	Menu Nominate Subsciber Provide on CHP Credential (User IC) to another person Manage Subsciber	Menu Add/Edit tax (0 Modify Profile Add Administrator	
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Companying the bigging along th	Click here to download the OneHealthPort Administratic	in Guide,	
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OHP Administration Welcome : Subscriber Administration of all Subscribers and your Organization. You rour of definition instration for the subscriber of all Subscribers and your Organization. You rour of definition instrations Subscriber Administration Menu Menu Ministration More Subscriber Ministration Menu Menu	Promote/Demote Administrator Res	ults		
Add Subscriber Roles Remove Subscriber Roles Remove Subscriber Roles Resend Activation Coulde. Click here to download the OneHealthPort Administration Side. Click here to download the OneHealthPort Administration Side. Click here to download the OneHealthPort Administration Side.		Welcome s This site allows you to manage the OneHealthPort accounts of all S Administrators. Subscriber Administration Menu Nominate Subscriber Provide an OHP Credential (Subscriber ID) to another person. Nages Subscriber Nages Chaster Password		sure the Administrator has the credentialing role on their account. Go back to the Subscriber Administrator Menu and click on "Add Subscriber Rolls"
		Remove Subscriber Affiliation Add Subscriber Roles Remove Subscriber Roles Resend Activation Code Click here to download the One+lealthPort Administration Guide. Click here to download the One+lealthPort Administration Step-By-5		0

	mmunity Roles t the community roles for the S	OneH	lealthPor	
Com	mmunity Roles			
Unch	eck all community role(s) you wish to rem	ove. Check all community role(s) you wish to add. You must leave at least one role selec	ted:*	
	Role	Description		
	Licensed nurse	Practitioner role necessary for access to ProviderSource.		*
13	Medical assistant			
	Other service provider			
	Billing specialist			
11	Referral coordinator			
	Office manager			
13	Office worker			
	QA Report Manager	Role for accessing/managing PSHA quality reports.		
	Medical Director			
13	Quality reports (view only)			
	Quality Reports and Data Entry			
1	Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.		-
			Cancel	Next

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

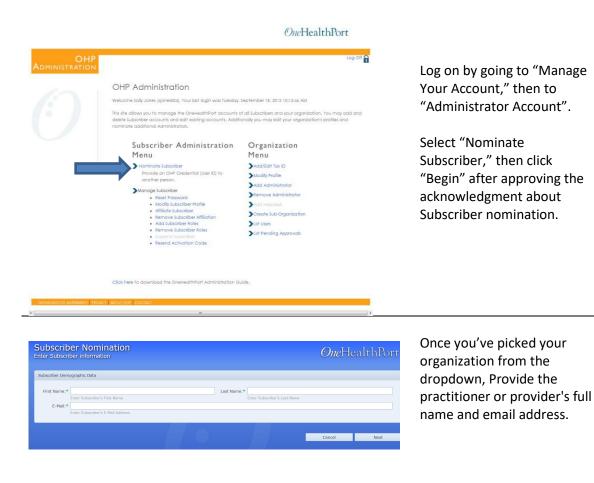
Each provider or practitioner must have a unique OneHealthPort Subscriber ID and password to complete credentialing information.

To nominate a new Subscriber who does not have a OneHeathPort 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



	mmunity Roles ct the community roles for the Si	ubscriber	OneH	lealthPort
Pie	Role	Description		
1.5	EET Administrator	Electronic Funds Transfer administrator.		
	Licensed practitioner	Practitioner role necessary for access to ProviderSource.		
	Licensed procedure	Practitioner role necessary for access to ProviderSource.		_
	Medical assistant	Production for necessary of access to Provide Source.		
				_
		Role for accessing/managing PSHA quality reports.		
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	Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.		
	Greating Hundger	non procession role necessary for data entry occess to Provide Source.		
			Cancel	Next

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	has been added to the Organization	with
 Licensed practitioner 		
ou should make certain that th	must deliver the Activation Code listed below to the Subscriber. An auton the activation code is received only by this Subscriber.	natic email has been sent to t
Activation Code: 143452		
Note: This activation code will e	expire in 72 hours. After expiration, you, the administrator, must log into	the Organization Administrat

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

OneHealthPort Log Off **OHP** Administration Welcome Sally Jones (sjones004), Your last login was Tuesday, September 18, 2012 10:12:46 AM This she allows you to manage the OneHealthFort accounts of all Subscribers and your organization. You may add and delete Subscriber accounts and eath existing accounts. Additionally you may eath your organization's profiles and nominate additional Administrators. Subscriber Administration Organization Menu Menu Nominate Subscriber Provide an OHP Credential (User ID) to another person. Add/Edit Tax ID Modify Profile Add Administrato Manage Subscriber Semove Administro dify Subscriber Profile Add Help Create Sub-Organizatio ve Subscriber Affiliation List Users List Pending Approvals livation Code Click here to download the OneHealthPort Administration Guide

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

<i>One</i> He	althPor
Cancel	Next
	Cancel

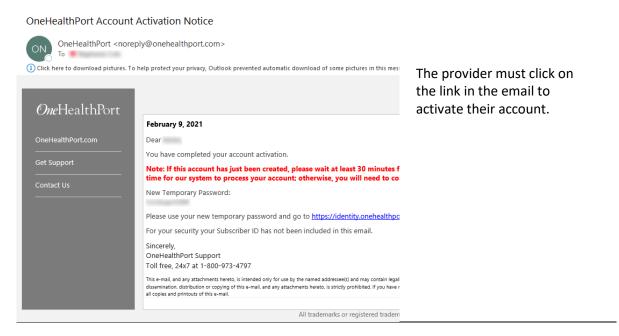
Once you've picked your organization from the dropdown, select the Subscriber you wish to nominate. You can enter their email address or their Subscriber ID to locate them. Click "Next."

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

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

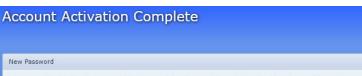
3. Complete Provider Account Registration

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.



Enter Activation Code Please enter your one-time activation code supplied by your Administrator.	<i>One</i> He	ealthPort
Enter Your Activation Code		
Activation Code:*		
	Cancel	Next

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.

Your account activation is now complete. An e-mail has been sent to scole@onehealthport.com with your tempora When using this account for the first time, you will be asked to change your password.



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

bscriber Inform		<i>One</i> HealthPort
bscriber Information		
Salutation:		
First Name:*	tactar	
Middle Name:	searce)	
Last Name:*	Cole	
Suffix:		
Primary E-mail:*	and defined on	
Alternate E-mail:		
Year of Birth:*		
Job Title:		
Gender:*		
Address Line 1:*		
Address Line 2:		
City:*		
State:*		*
Zip:*		
Contact Number:*	()	
Mobile Number:		
Accept SMS for Mobile Number:		
		Cancel Next

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.

Password "Submit." Current Password Image: Current Password Image: Current Password Image: Current Password Image: Current Password Image: Current Password Image: Confirm Password Image: Confirm Password Image: Confirm Password Image: Confirm Password Image: Password does not contain user name Image: Confirm Password length is 6 characters Image: Password does not contain user name Image: Confirm Password length is 6 characters Image: Password requires mixed case. Passwords must contain characters for at least three of the following case letters (A, B, C,, 2) Image: Passwords must contain characters for at least three of the following case letters (A, B, C,, 2) Image: Passwords must contain characters for at least three of the following case letters (A, B, C,, 2) Utertimeted valable munets (D, 1, 2,, 0) Image: Passwords must contain characters for at least three of the following case letters (A, B, C,, 2) Utertimeted valable must (D, 1, 2,, 0) Image: Passwords must contain characters for at least three of the following case letters (A, B, C,, 2)	althPor ord assword		_	Lastly, you will set your new password and click
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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]	•	he password requires mixed case.		
following categories: English upper case letters [A, B, C, Z] English lower case letters [a, b, c, Z]	•	asswords cannot be reused more often than every 365 day(s)		
English lower case letters [a, b, c, z]				
		English upper case letters [A, B, C, Z]		
Westernized Arabic numerals [0, 1, 2, 0]		English lower case letters [a, b, c, z]		
		Westernized Arabic numerals [0, 1, 2, 0]		
Non-alphanumeric characters such as punctuation symbols		Non-alphanumeric characters such as punctuation symbols		

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 <u>contact form</u>.