

ONEHEALTHPORT
OREGON PROVIDER DIRECTORY
STEP BY STEP SETUP GUIDE



OREGON
**PROVIDER
DIRECTORY**



OneHealthPort setup for Oregon Health Authority's Oregon Provider Directory portal access

Step-By-Step Guide

If you or your staff already have an OneHealthPort subscriberID login, please do not create additional subscriberIDs. You need only one subscriberID login for all OneHealthPort business. 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.

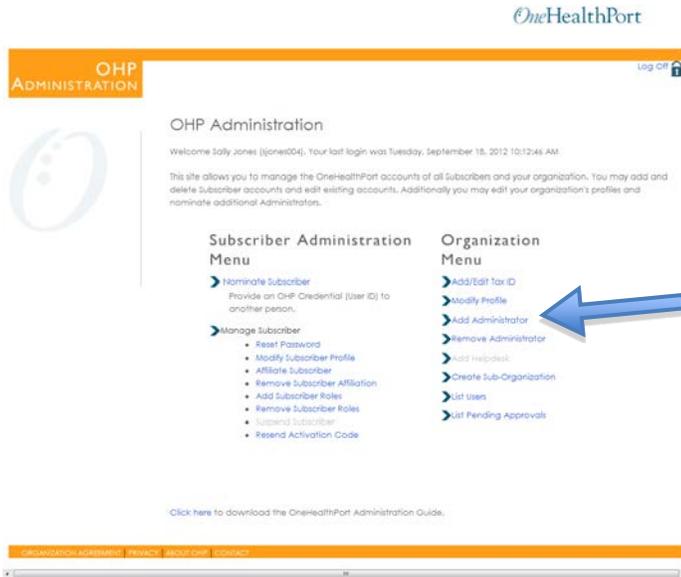
Please note that to access the Oregon Provider Directory requires participants to onboard to OneHealthPort, execute the MiHIN terms of service, and OHA's participation agreement. For more information on the MiHIN ToS and OHA's participation agreement, please visit: <https://www.oregon.gov/oha/hpa/ohit/pages/pd-onboarding.aspx>.

1. If you currently have a OneHealthPort subscriberID login but want to know more about Oregon Health Authority's Provider Directory go here: <http://onehealthportstg1.prod.acquia-sites.com/sso-payer/oregon-provider-directory> or refer to Step 4 to add additional administrator accounts
2. If you currently have a OneHealthPort subscriberID login but need to review how to create access by adding roles to your current account, go to step 5 below.
3. If you are new to OneHealthPort, you will need to register your organization first. Go here to begin that process. <http://www.onehealthport.com/sso/register-your-organization> Once you have completed your registration and have received your approval notification, please activate your account, create staff accounts and go to step 5 below to learn more about roles needed for access.
4. Creating Additional Administrator Accounts

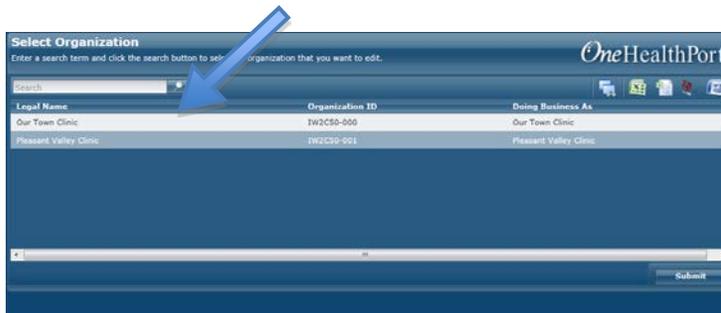
Each organization that uses OneHealthPort already has one or several administrators. You may need to assign others to the Administrator role and below are the steps to completing that workflow.

Note: A person must already be an active OneHealthPort subscriber in order to be granted administrator rights for your organization.

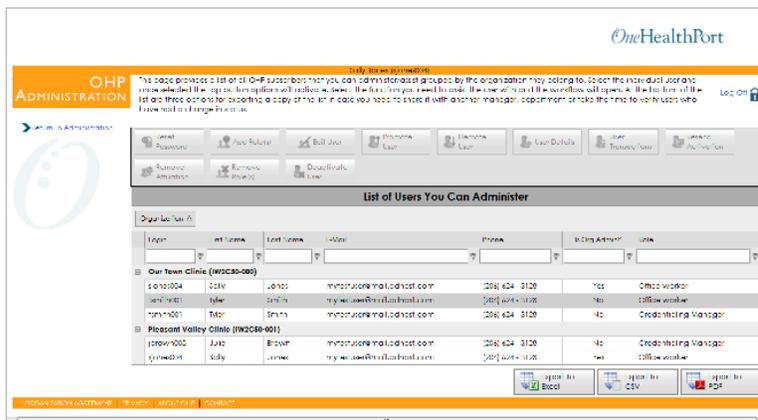
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Log on as administrator in “Manage Your Account” and select “Add Administrator” or “List Users”.



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 upgrade with administrative privileges.



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EmpowerID Logon	Last Name	First Name	Email
tsmith001	Smith	Tyler	mytestuser@mail.adhost
jbrown008	Brown	Julie	mytestuser@mail.adhost

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

Operation Execution Summary

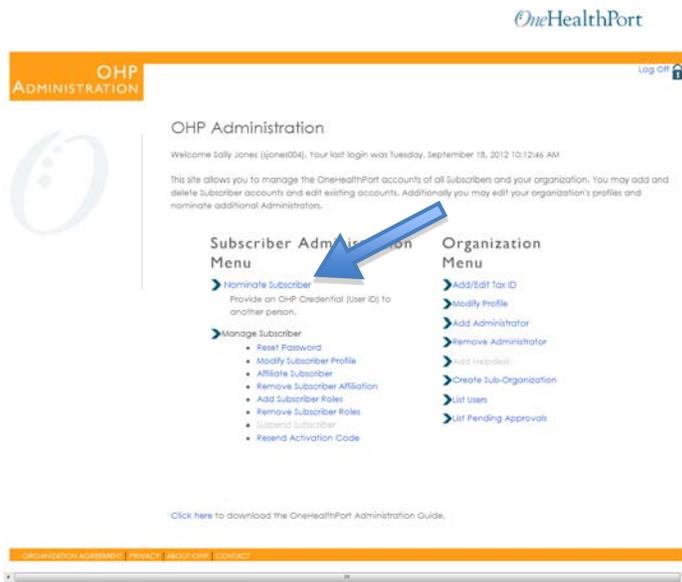
- Assign Person:Julie Brown to Business Role and Business Location: Organization Administrator in Our Town Clinic was executed successfully.

You will receive a confirmation screen.

- OneHealthPort Administrator for Your Organization nominates each subscriber/provider.

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

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



Enter information on the staff including full name, email address. Use an email address that will go to a person.

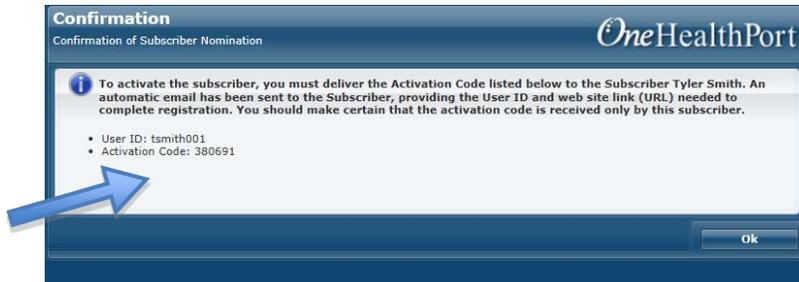


Role	Description
<input type="checkbox"/> Billing specialist	
<input checked="" type="checkbox"/> Credentialing Manager	
<input type="checkbox"/> EFT Administrator	
<input type="checkbox"/> Licensed nurse	RN, LVN, LPN
<input type="checkbox"/> Licensed practitioner	MD, DO, DDS, DMD, PA, ARNP
<input type="checkbox"/>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

Select the appropriate role for new users you want to access the Oregon Provider Directory Then click "Submit" to proceed.



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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.

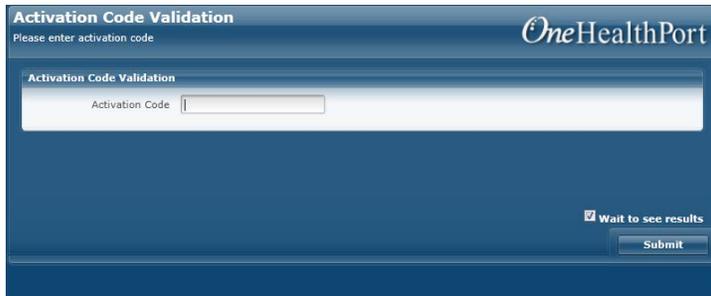
Note: The activation code is a one-time only code. It is valid for 30 days after creation; however, once the registration process has been completed and the subscriber has finished the last step of creating their password, the activation code will no longer be valid.

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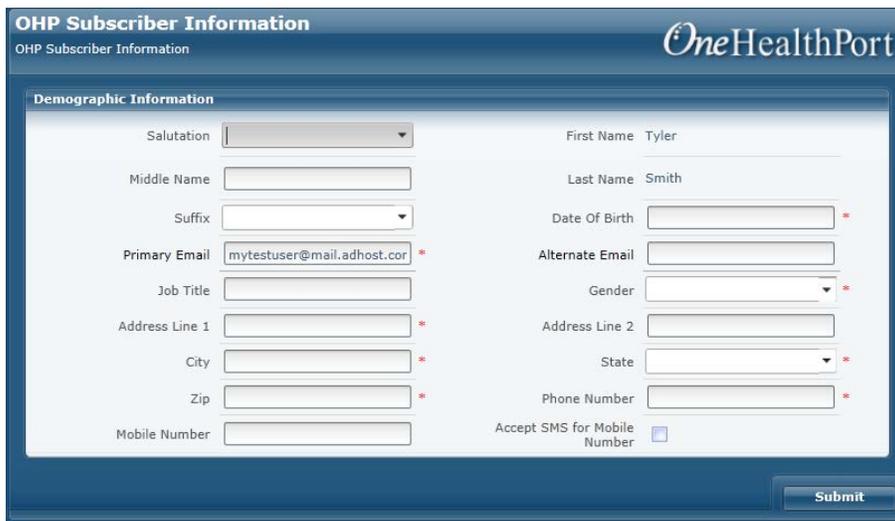
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6. Assist Providers / Practitioners in Registering as a Subscriber

An email with instructions for registration will be sent to staff (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 staff 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, year of birth and gender then click "Submit".



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

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 *

Submit Cancel

The staff will then be asked to set their password.

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

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

Submit Cancel

The next step is to answer a series of questions that the staff will use later if they should need to reset their account.



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The staff will receive confirmation of successful password/secret question creation. This completes the registration process. *

*Note: Please note that before you can use the OPD, your organization will need to sign legal agreements with OHA and MiHIN. Organizational legal agreement execution can occur before, after, or in parallel with the OneHealthPort registration process. However, until that process is complete, you won't be able to use the OPD system. Visit [OHA's OPD webpage](#) or contact OHA at Oregon.Provider-Directory@dhsosha.state.or.us if you have questions about this process.