Oregon Health Plan Provider Web Portal

Account Setup and Maintenance
Clerk Setup and Maintenance
Demographic Maintenance



Use the PIN Letter to Set Up the Provider Web Portal Account

ACCOUNT SETUP



https://www.or-medicaid.gov

Account menu,
Click Account Setup

Home Contact Us Directory Search Clients
home site settings site map validate
Logoff
Reset Password
Secure Site

Information

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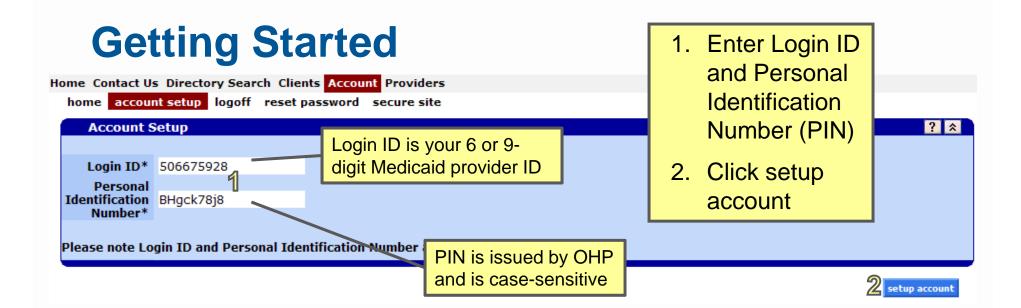
Warning: Use of this network is restricted to authorized users only and must comply with Oregon Health Authority privacy and security policies. User activity may be monitored and/or recorded. Anyone using this network expressly consents to such monitoring and/or recording. BE ADVISED: if possible criminal activity is detected, these records, along with certain personal information, may be provided to law enforcement officials.

Security incidents should be directed to the Security Incident Response Team at (503) 945-6812.

All other issues, including Password Resets, should be directed to Provider Services at (800) 336-6016.

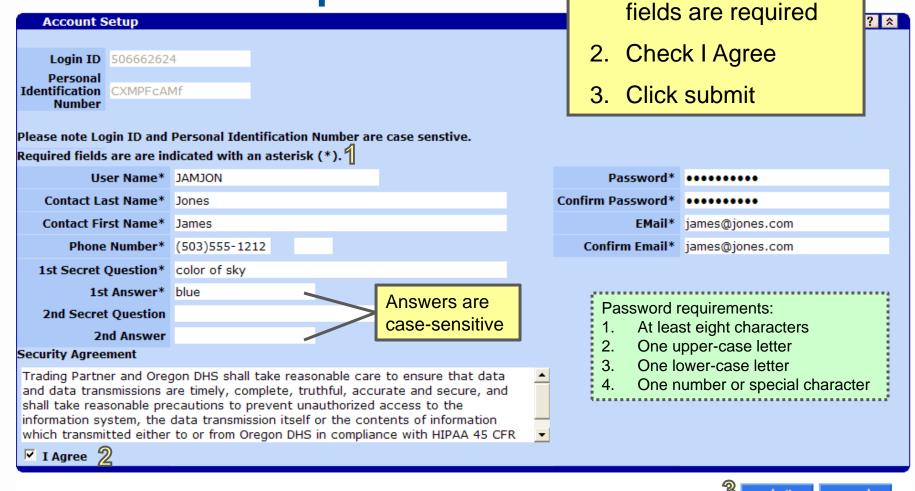
Welcome to the Medicaid Portal web site!







Account Setup





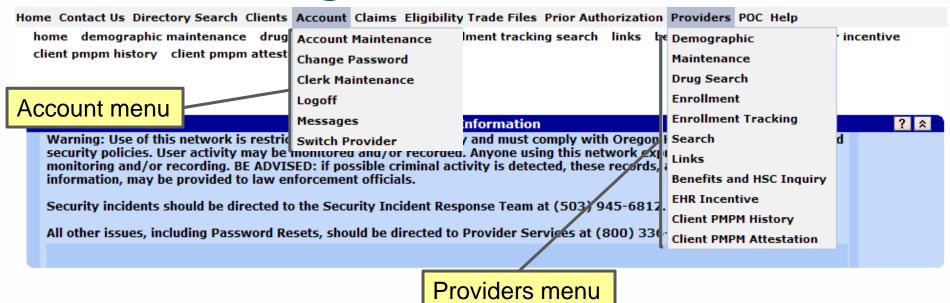
1. Enter information; all

Change Account and Demographic Maintenance

ACCOUNT MAINTENANCE



Providers Page



NOTE: Provider Web Portal times out after 20 inactive minutes



Account Maintenance



 Account menu, click Account Maintenance (see slide 7)

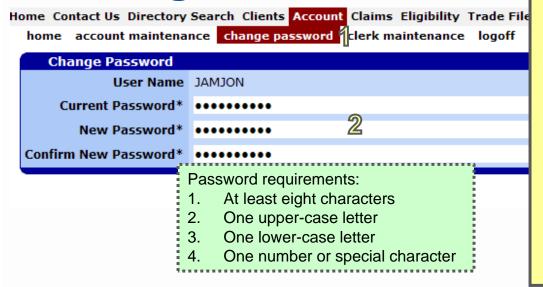
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- 2. Change information as needed
- 3. Click save

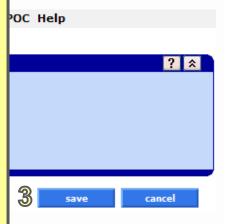




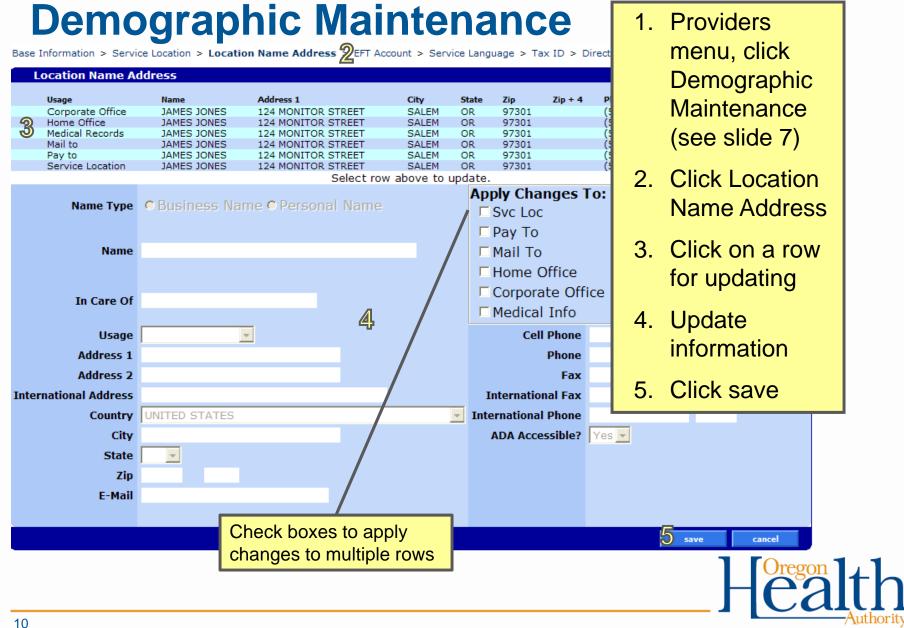
Change Password



- 1. Account menu, click Change Password (see slide 7)
- Enter current, new and confirm password
- 3. Click save







Set Up and Delete Clerks for Provider Web Portal Access

CLERK MAINTENANCE



Clerk Setup Steps

- 1. Make sure you are logged in under the correct provider ID (If applicable: Account menu, switch provider)
- 2. Account menu, clerk maintenance
- 3. Add clerk
 - 1. Set up an account for someone or
 - 2. Give access to someone who already has a Provider Web Portal account
- 4. Assign clerk roles
- 5. Click submit

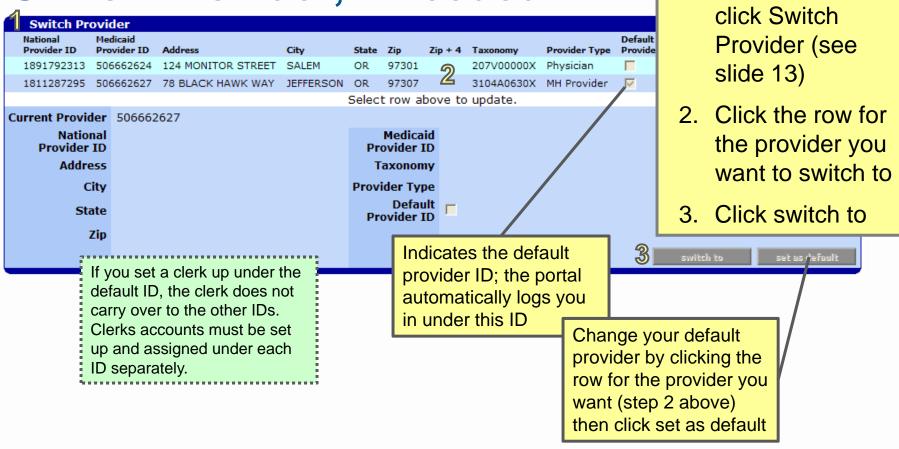


Providers Page

Account menu

lome Contact Us Directory Search Clients Account Claims Eligibility Trade Files Prior Authorization Providers POC Help home demographic maintenance drug Account Maintenance Inhent tracking search links benefits and hsc inquiry ehr incentive client pmpm history client pmpm attesta Change Password **Clerk Maintenance** Logoff Messages ? ☆ Ir formation Warning: Use of this network is restric Switch Provider . y and must comply with Oregon Health Authority privacy and security policies. User activity may be monitored and/or recorded. Anyone using this network expressly consents to such monitoring and/or recording. BE ADVISED: if possible criminal activity is detected, these records, along with certain personal information, may be provided to law enforcement officials. Security incidents should be directed to the Security Incident Response Team at (503) 945-6812. All other issues, including Password Resets, should be directed to Provider Services at (800) 336-6016. This site is designed to be compatible with following browsers: Microsoft Internet Explorer 6 Microsoft Internet Explorer 7 Service Pack 2 Microsoft Internet Explorer 8 and 9 (using compatibility mode Mozilla FireFox 2.0 Remember to switch provider if needed. Account menu, click Switch Provider Upon initial login, the portal What's New displays the Medicaid provider Provider ID:506662627 MCD ID that is currently logged in. Taxonomy:3104A0630X Some logins have access to Zip Code: 97307 multiple provider IDs

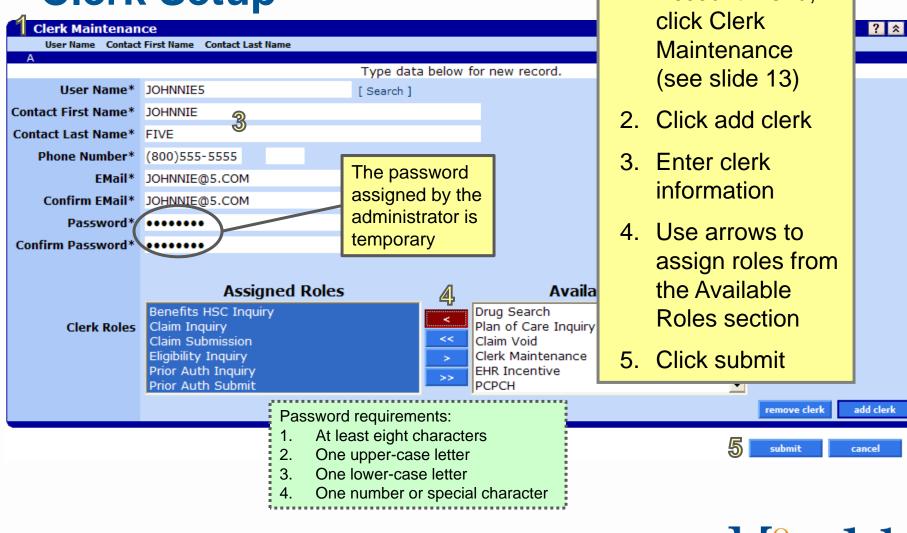






1. Account menu.

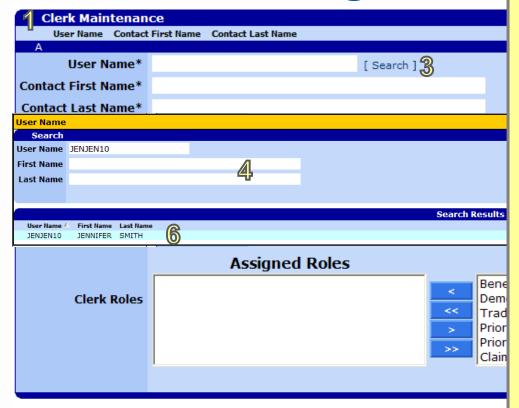






1. Account menu.

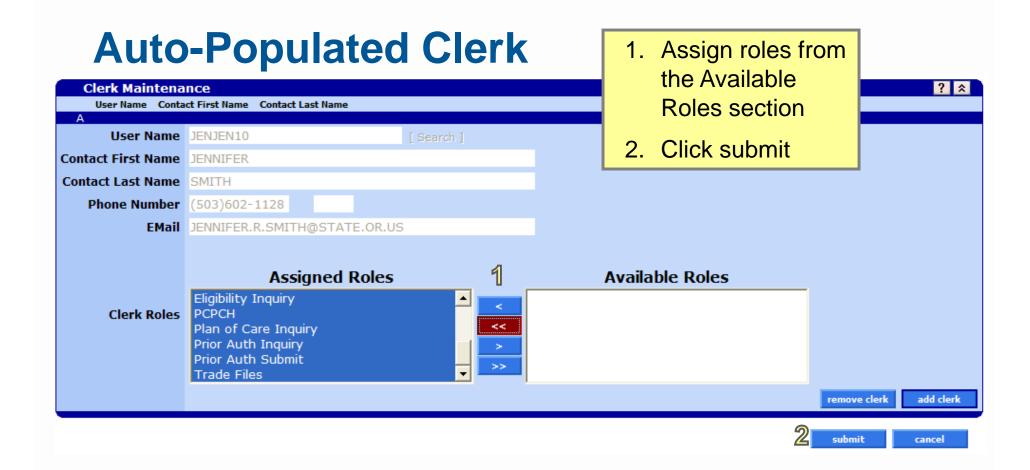
Add an Existing Clerk



- Account menu, click Clerk Maintenance (see slide 13)
- 2. Click add clerk
- 3. Click Search hyperlink
- 4. Enter search criteria
- 5. Click search
- 6. Click on the appropriate row in the Search Results

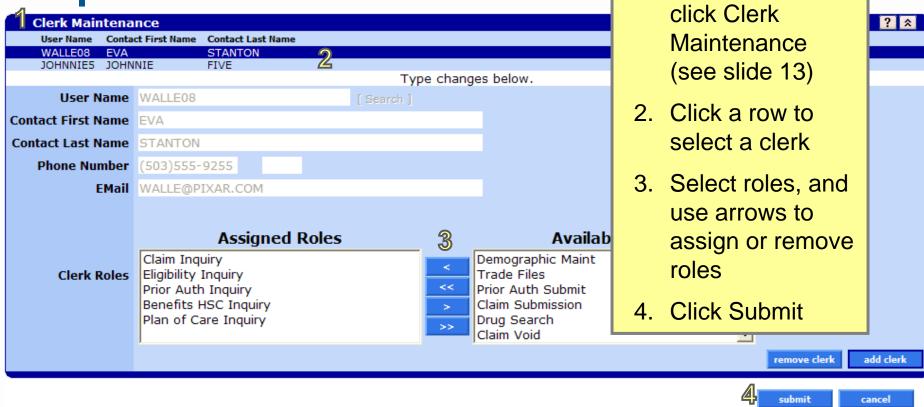








Update a Clerk





1. Account menu.

Delete a Clerk 1. Account menu, click Clerk **Clerk Maintenance** ? ☆ Maintenance User Name Contact First Name Contact Last Name WALLE08 EVA STANTON JOHNNIE5 JOHNNIE FIVE (see slide 13) Type changes below. User Name WALLE08 2. Click a row to Contact First Name EVA select a clerk Contact Last Name STANTON **Phone Number** (503)555-9255 3. Click remove EMail WALLE@PIXAR.COM clerk **Assigned Roles** 4. Click Submit Claim Inquiry Demographic Eligibility Inquiry Trade Files Clerk Roles Prior Auth Inquiry Prior Auth Submit Benefits HSC Inquiry Claim Submission Plan of Care Inquiry Drug Search Claim Void 3 remove clerk add clerk



cancel

submit

Do You Need Further Assistance?

Provider Services Unit (PSU)

800-336-6016

dmap.providerservices@state.or.us

Medicaid Provider Training

Medicaid.Provider-Training@state.or.us

