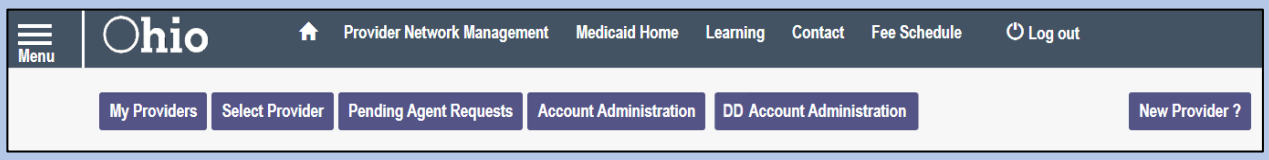
Quick Reference Guide: Provider Homepage

Steps:

1



Once logged into PNM, there are multiple buttons on the homepage:

Menu: The menu can be accessed by clicking on the three-bars in the top left-hand corner of the screen. This will provide you with access to the Provider Directory, Learning Resources, Provider Financials, My Profile, Contact Us, and other key information for the Provider.

Select Provider: This button allows you to move Providers to your OHID account that match your existing email account.

Pending Agent Requests: This button allows you to approve any Agents that wish to have access to Provider records to Submit Claims, Run Reports, and other functions.

Account Administration: This button is used when a Provider Administrator wishes to transfer the Provider to another Account

***DD Account Administration** *(may appear for CEO Certified Providers)*:** Allows for review of user activation, facilities, and contacts associated to the user ID

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The table displays all Providers entered under your login.

For table heading definitions, See Page 3 of this guide

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
480210		Submitted	36 - Podiatrist Individual						43231 - 4134		11/09/20	
480227		Complete	35 - Optometrist Individual			Optometry			43231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

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Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
480210		Submitted	36 - Podiatrist Individual						231 - 4134		11/09/20	
480227		Complete	35 - Optometrist Individual			Optometry			231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

NoFilter
Contains
EqualTo
NotEqualTo
IsEmpty
NotIsEmpty

You can filter the column heading by typing in the space next to the funnel icon and clicking or clicking the arrow to sort by the drop-down menu

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Steps:

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Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
		All				All						
480210		Submitted	36 - Podiatrist Individual						43231 - 4134		11/09/20	
480227		Complete	35 - Optometrist Individual			Optometry			43231 - 4134	08/18/21	11/09/20	08/18/24
480228		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

The status of the provider file will display under the 'Status' header

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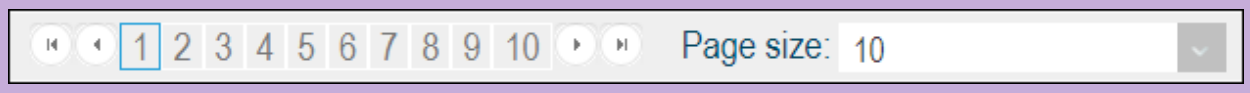
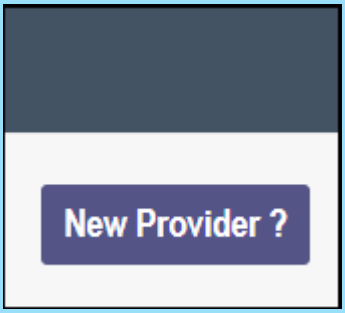


Sort through multiple pages by selecting the page number and/or the page display size

6



To begin a new application, click 'New Provider?'

Disclaimer: It is the Provider's responsibility to keep information up to date in PNM. This includes specialties, contact information, addresses, etc.

Quick Reference Guide: Provider Homepage

Reg ID: A registration ID assigned to the provider file when a new application is created in PNM *(this is a clickable hyperlink to access more Provider options)*

Provider: Lists the name of the Provider *(this is a clickable hyperlink to access more Provider options)*

Status: Displays the current Status of the Provider file within PNM

Provider Type: Lists the specific Provider Type and Number

NPI: Lists the Provider's National Provider Identifier (NPI)

Medicaid ID: Lists the Medicaid ID number assigned to the Provider *(for new Providers this assignment occurs after full review and completion)*

Specialty: Lists the primary specialty indicated by the Provider

DD Contract Number: Displays the DODD Contract Number(s) associated to the registration

DD Facility Number: Displays the DODD Facility Number(s) associated to the registration

Location: Displays the location of the Provider

Effective Date: Lists the Effective Date of the Provider

Submit Date: Displays the date the new application, update, or revalidation/reenrollment was submitted

Revalidation Due Date: Displays the date that the Provider will need to complete the revalidation/reenrollment