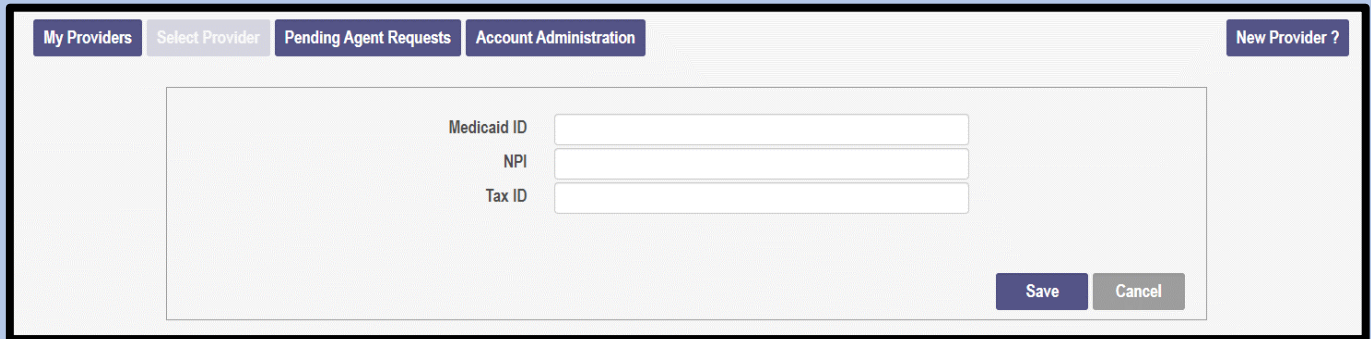


Quick Reference Guide: Select and Transfer Providers

Steps:

1

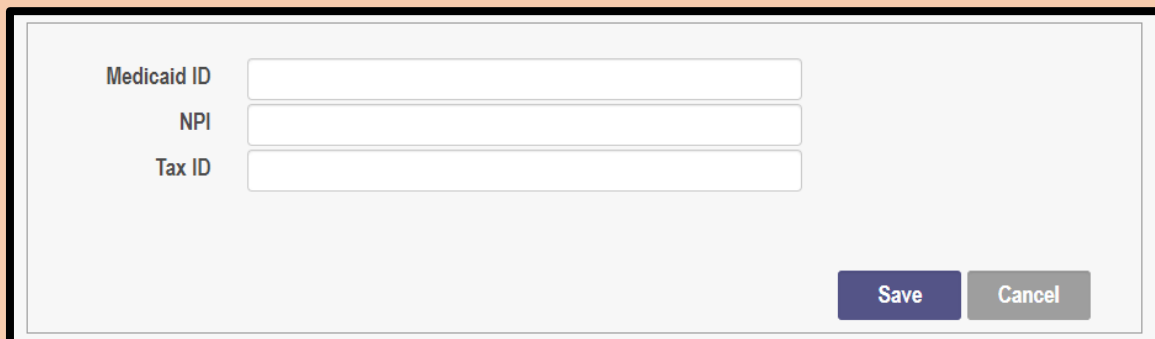


The screenshot shows a web interface with a top navigation bar containing four tabs: 'My Providers', 'Select Provider', 'Pending Agent Requests', and 'Account Administration'. The 'Select Provider' tab is currently active. In the top right corner, there is a button labeled 'New Provider?'. The main content area contains three input fields stacked vertically, labeled 'Medicaid ID', 'NPI', and 'Tax ID'. At the bottom right of this area are two buttons: 'Save' and 'Cancel'.

Once logged in, choose 'Select Provider' – this will open the panel to allow you to add an existing provider in the PNM system to your account, so that it will appear on your homepage/dashboard.

The User must select each Provider individually.

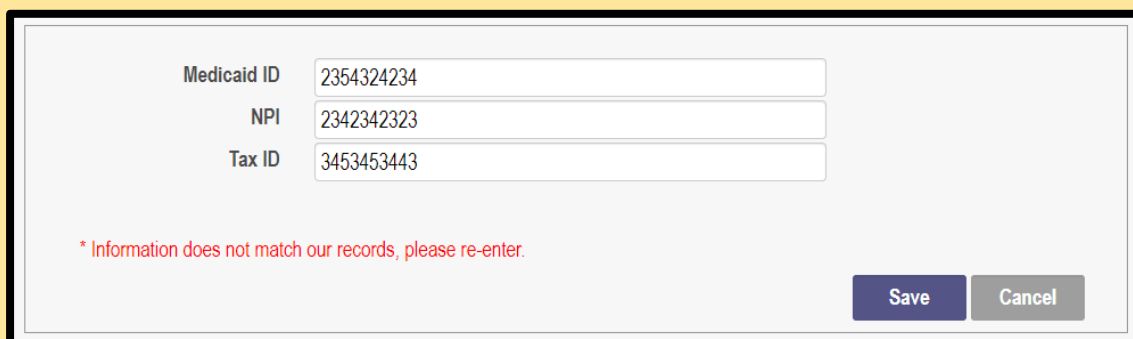
2



The screenshot shows a 'Provider Information' pop-up form. It contains three input fields labeled 'Medicaid ID', 'NPI', and 'Tax ID'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

The Provider Information pop-up displays and requires the user to enter the Medicaid ID, NPI, and the Tax ID of the provider you want to transfer to your user account

3



The screenshot shows the 'Provider Information' pop-up form with the following values entered in the fields: Medicaid ID: 2354324234, NPI: 2342342323, and Tax ID: 3453453443. Below the input fields, a red error message reads: '* Information does not match our records, please re-enter.' At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

If the Medicaid ID, NPI, and Tax ID are not an exact match, an error message will display.

Quick Reference Guide: Select and Transfer Providers

Steps:

4

Medicaid ID

0000234

NPI

1174088033

Tax ID

117408803

Save

Cancel

When the information is correctly entered, click 'Save'

5

My Providers Select Provider Pending Agent Requests Account Administration												New Provider ?
Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Re-Enrollment Due Date
205730		Active	PHYSICIAN ASSISTANT	1003384488	0389544	PHYSICIAN ASSISTANT				01/17/20	02/05/20	01/30/23
480241		Submitted	Veteran Home	1003390477					43231 - 1111		11/10/20	
481167		Active	Non-Agency Personal Care Aide	1013004845	9980633	ODM WAIVER			43203 - 1234	01/06/21	01/06/21	01/06/26

The providers will display on the User's 'My Providers' screen. If the newly added provider does not automatically appear, click the 'My Providers' to refresh the page