

## Texas Medicaid & Healthcare Partnership



# **STAR Kids MCO Training Manual**

## **TMHP Web Security and Permissions**

**October 2016**

**Version 1.0**

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**Introduction**

The Texas Medicaid & Healthcare Partnership (TMHP) website at [www.tmhp.com](http://www.tmhp.com) is a valuable resource that stores banner messages, bulletins, manuals, and other reference materials. MCOs enrolled in Medicaid Managed Care Programs can access the following features on TMHP.com: Power Search, Letter Search. **Each MCO can create their own administrative account.** These administrative accounts for each MCO will have the responsibility of administering access to additional users, the addition of new users to the site and user permissions. The secure pages that the MCOs will access contain Protected Health Information (PHI) linked to their MCO plan code.

**Background**

Children and young adults with disabilities currently receive Medicaid services through the STAR+PLUS managed care program or traditional Fee-for-Service (FFS) Medicaid. Senate Bill 7, 83rd Texas Legislature, Regular Session, 2013, directed HHSC to establish a mandatory, capitated STAR Kids managed care program tailored to provide Medicaid benefits to individuals with disabilities under the age of twenty-one (21). The intent of the STAR Kids program is to improve coordination of care, access to care, health outcomes, and quality of care, with an operational effective date of November 1, 2016.

All MCOs participating in STAR Kids will provide a standardized care needs assessment that is comprehensive, holistic, consumer-directed, evidence-based, and takes into consideration social and medical issues, for purposes of prioritizing the recipient's needs that threaten independent living. All questions included in the STAR Kids SAI are being developed by HHSC in partnership with Texas A&M University.

Upon implementation of Phase 0 and 1 of this project, The TMHP Portal will provide STAR Kids and STAR Health MCOs the capability to view SK-SAI form data and communicate status changes; Medicaid eligibility; MN approval/denial and RUG levels.

## MCO Administrator Responsibilities

MCOs utilizing the secure functions of the TMHP website to access PHI are initially required to assign at least one MCO administrator to manage all of their user accounts and permissions associated with their Contract number. An *administrator* is defined as an individual or management-level employee assigned by an MCO. Each MCO administrator has the responsibility of controlling access to PHI. Other responsibilities include:

- Control user activity by assigning right permissions to individual users.
- Assign or remove users as administrators when necessary
- Create or delete regular users

## General User Responsibilities

Every user has the following responsibilities:

- Informing the administrator when access is required
- Informing the administrator when access is no longer required
- Maintaining the privacy and security of all health care information

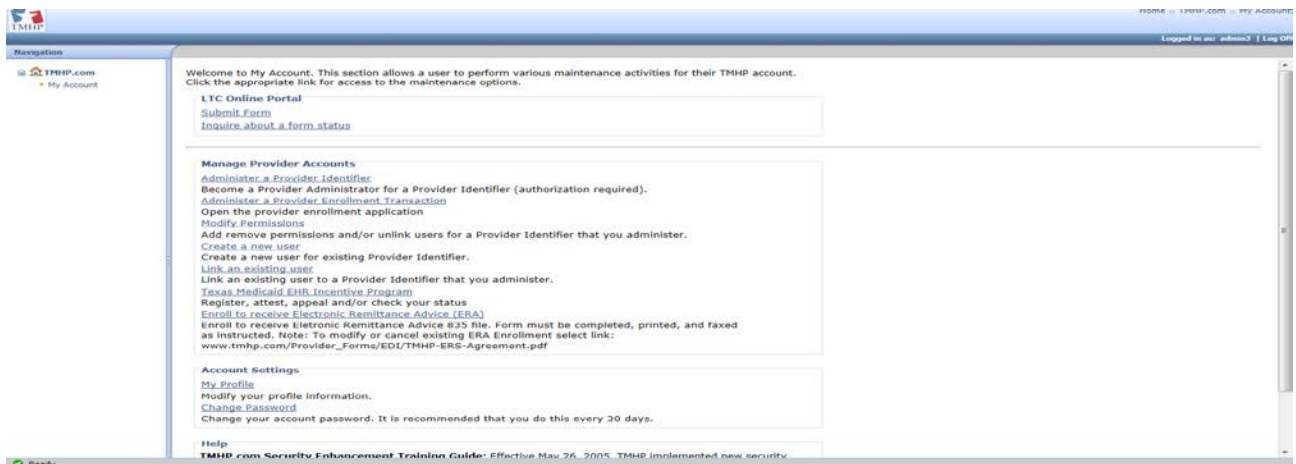
## Functionality Available to MCO Standard Users

All usernames have a My Account page that can be found by clicking the **My Account** link in the top menu bar of any page.

### TMHP.com Home Page Menu Bar: My Account

The My Account page indicates what each username can access and what functions can be performed to manage the account. MCO administrators have additional options to choose from that standard users will not see.

### My Account page for Administrator



## User Account Creation

### MCO Admin Account Creation

If you are new STAR Kids MCO trying to get access to LTC Online Portal for first time, then please follow the step by Step instructions below, else SKIP to Page 12 (Link an existing user and assign permissions) .

1. Login to [www.Tmhp.com](http://www.Tmhp.com) and Click on the 'Providers' Text highlighted above in red

2. Click on the 'Long Term Care' Tab and 'I Would like to' highlighted in red

3. Click on the 'Activate my account' hyperlink

The screenshot shows the TMHP Long Term Care website. The header includes the TMHP logo and navigation links for Texas Medicaid, CSHCN, Family Planning, Long Term Care, EDI, MHP, Health IT, and Texas WHP. The main content area is titled "I would like to..." and provides instructions for performing tasks. Under "Unsecured Provider Tasks", the "Activate my account" link is highlighted with a red border. Other links include "Register for a workshop or webinar" and "Check vendor testing status". The "Secure Provider Tasks" section lists tasks requiring login, such as accessing TexMedConnect for claims filing and status verification. A sidebar on the right features promotional banners for TexMedConnect and MDS 3.0.

4. The Account Activation Page is launched.

The screenshot displays the "Account Activation" page on the TMHP website. The page is titled "Welcome to the Account Activation portion of TMHP.com." and provides instructions for creating and activating TMHP User Accounts. It lists two main options: "do not have a TMHP User Account" and "do have a TMHP User Account". The "do not have" option includes links for "New Username and Enroll" and "New Username and Activate Existing Provider". The "do have" option includes links for "Open Existing Enrollment" and "Existing Username and Activate Existing Provider". A "Return to TMHP.com" link is provided for non-providers. The page also includes contact information for the TMHP EDI Helpdesk.

## 5. Click Hyperlink 'New Username and Activate Existing Provider'

The screenshot shows the TMHP website interface. The main content area is titled "What happens when I activate a Provider/Vendor Account?". It contains the following information:

- What happens when I activate a Provider/Vendor Account?**
  1. A TMHP User Account is created
  2. A Texas Medicaid or CSHCN Services Program Provider/Vendor Account is activated for online use
  3. The TMHP User Account is given administrative rights to the Provider/Vendor Account
- What is a TMHP User Account?**

A TMHP User Account includes a username and password which are required to log into TMHP Applications. A User Account can be linked to one or more Provider/Vendor Accounts.
- What do administrative rights allow a User to do?**

When a TMHP User Account is given administrative rights to a Texas Medicaid or CSHCN Services Program Provider/Vendor Account, the User is allowed to control account activity and access protected data pertaining to a particular Provider, Facility or Vendor.

Within the secure portion of TMHP.com, Provider/Vendor administrators have the ability to:

  - Submit Claims
  - Appeal Claims
  - Inquire about claim status
  - Verify client eligibility
  - View R&S Reports
  - View PCCM Panel Reports
  - Submit prior authorization requests\*

\* This feature is currently unavailable to CSHCN providers, but it is coming soon.
- You can administer a Provider Account three to five days after receiving the TMHP enrollment confirmation letter.
- Click the following link to [Create a Provider/Vendor Administrator Account](#). Validation will be required to activate an Account.
- How to Validate a Provider/Vendor Account**

To validate that only the correct User has access to a Provider/Vendor Account, security questions must be answered during the activation. Based on the Account Type being activated (i.e. Acute Care, Long Term Care, Vendor), one or more of the following pieces of information will need to be supplied:

  - National Provider Identifier (NPI)
  - Contract Number
  - Vendor Number
  - Vendor Password

Along with the identification information above, one or more of the following pieces of information will also need to be supplied:

## 6. Click Hyperlink 'Create a Provider / Vendor Administrator Account'

The screenshot shows the TMHP website interface. The main content area is titled "Use the following guidelines to determine your selection from the Provider Type menu below:". It contains the following information:

- Option 1: If you are a provider enrolled by TMHP, choose Acute Care.
- Option 2: If you are a provider enrolled by DADS and would like to view R&S reports and submit 3071s and 3074s, choose Long Term Care.
- Option 3: If you want to submit 3618s, 3619s, MDS, MDS Quarterly, MN/LOC, 8578s, Individual Movements, PASRR Level 1 Screenings, or PASRR Evaluations, choose NF/Waiver Programs.
- Option 4: If you are attempting to become a Texas Medicaid or CSHCN Services Program provider and currently do not have a TPI/NPI, choose Provider Enrollment.

Below the guidelines is a dropdown menu labeled "Provider Type:" with a selection of "--Select--".

## 7. Select 'Provider Type' as 'NF/Waiver Programs'

The screenshot shows the TMHP website interface. The main content area is titled "Use the following guidelines to determine your selection from the Provider Type menu below:". It contains the following information:

- Option 1: If you are a provider enrolled by TMHP, choose Acute Care.
- Option 2: If you are a provider enrolled by DADS and would like to view R&S reports and submit 3071s and 3074s, choose Long Term Care.
- Option 3: If you want to submit 3618s, 3619s, MDS, MDS Quarterly, MN/LOC, 8578s, Individual Movements, PASRR Level 1 Screenings, or PASRR Evaluations, choose NF/Waiver Programs.
- Option 4: If you are attempting to become a Texas Medicaid or CSHCN Services Program provider and currently do not have a TPI/NPI, choose Provider Enrollment.

Below the guidelines is a dropdown menu labeled "Provider Type:" with a selection of "NF/Waiver Programs".

Below the dropdown menu is a section titled "Provide all of the following information." with the following fields:

- Provider Number:  Format: 123456789 [Show Info](#)
- Formerly known as Contract Number:
- Vendor Number:  Format: 0123456781 [Show Info](#)
- Vendor Password:  [Show Info](#)
- Formerly known as MicroCS password:

At the bottom of the form is a "Next" button.

## 8. Enter the below information in the respective fields

- Provider Number
- Vendor Number
- Vendor Password

Home | TMHP.com | My Account

Log In

Navigation

TMHP.com

Account Activation

**Use the following guidelines to determine your selection from the Provider Type menu below:**

- Option 1: If you are a provider enrolled by TMHP, choose Acute Care.
- Option 2: If you are a provider enrolled by DADS and would like to view RRS reports and submit 3071s and 3074s, choose Long Term Care.
- Option 3: If you want to submit 3618s, 3619s, MDS, MDS Quarterly, MN/LOC, 8578s, Individual Movements, PASRR Level 1 Screenings, or PASRR Evaluations, choose NF/Waiver Programs.
- Option 4: If you are attempting to become a Texas Medicaid or CSHCN Services Program provider and currently do not have a TPI/NPI, choose Provider Enrollment.

Provider Type: **NF/Waiver Programs**

Provide all of the following information.

Provider Number: 001024173      Format: 123456789 [More Info](#)

Formerly known as Contract Number:

Vendor Number: 9233      Format: 0123456781 [More Info](#)

Vendor Password: \*\*\*\*\*      [More Info](#)

Formerly known as MicroECS password:

[Next](#)

9. Click 'Next' Hyperlink.

Home | TMHP.com | My Account

Log In

Navigation

TMHP.com

Account Activation

User Name: admin3      6-20 characters (no spaces or special characters)  
 Must be a different than your EDI Submitter ID

First Name: admin      (no special characters)

Last Name: 3      (no special characters)

Business Telephone: 111-111-1111      xxx-xxx-xxxx xxxx

Email: a@gmail.com      TMHP is currently experiencing problems sending Account Activation confirmation emails to MSN and Hotmail accounts. In order to receive your Account Activation confirmation email, which includes your User Name and Password, TMHP suggests using a different email account. If you do not have a separate email account, you may set up one for free with [Yahoo](#).

To ensure delivery directly to your inbox please add donotreply@tmhp.com to your address box today

Confirm Email: a@gmail.com      Re-type email address. Do not cut and paste.

New Password: \*\*\*\*\*      8-15 characters (no spaces or special characters)

Confirm Password: \*\*\*\*\*

**GENERAL TERMS AND CONDITIONS**

You have entered the secure portion of the Texas Medicaid & Healthcare Partnership (TMHP) website. Throughout the Terms Page, reference to TMHP means TMHP, ACS State Healthcare, LLC, its parent company, affiliates, subsidiaries, employees, consultants, and subcontractors.

Terms of Use

By accessing the Terms of Use, you will be deemed to accept the terms, conditions, reports, and information provided by TMHP and shall be considered to have read and agree to be bound by the terms of the website. Only

I agree to these terms

[Create Provider Administrator](#)

Ready

10. Enter all the required details in respective fields.
- Check the checkbox 'I agree to these terms'
  - Click Hyperlink 'Create Provider Administrator'

Home | TMHP.com | My Account

Log In

Navigation

TMHP.com

Account Activation

admin3, the account has been successfully activated.

Write down the User Name and Password and put it in a safe place.

The User Name and Password have been sent to the email address that was specified in the request. The email should arrive in the inbox shortly.

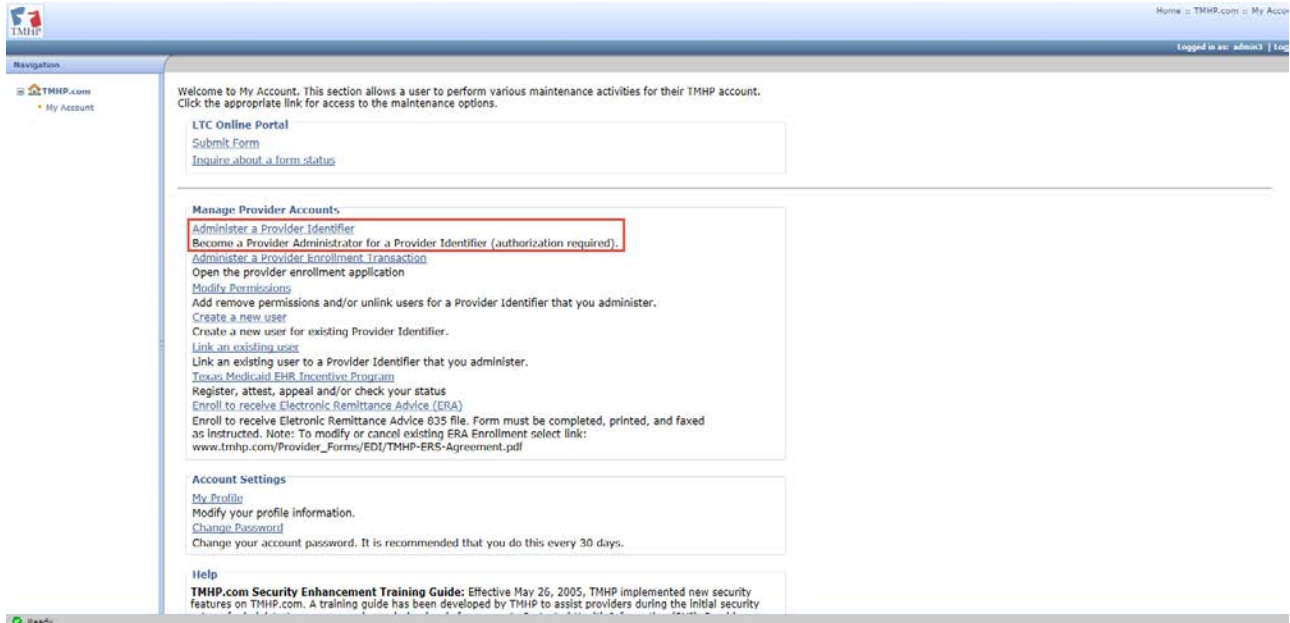
**For further assistance with the account activation process or the User Name and Password was not received within 24 hours, contact the TMHP EDI Helpdesk at 1-888-863-3638 between the business hours of 7:00 a.m. to 7:00 p.m. Central Standard Time(CST).**

[Return to home page](#)

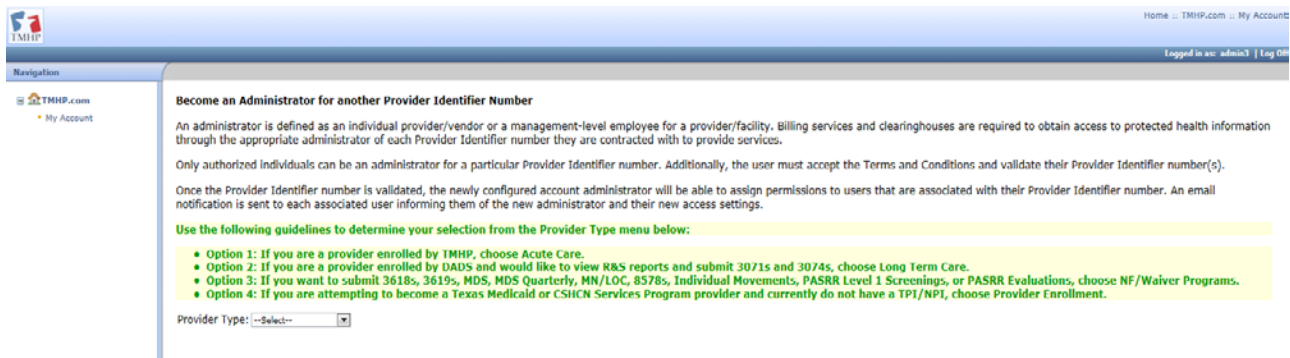
## Link NPI/Provider Number to Admin Account

The current administrator can associate the provider contract number from the My Account page .

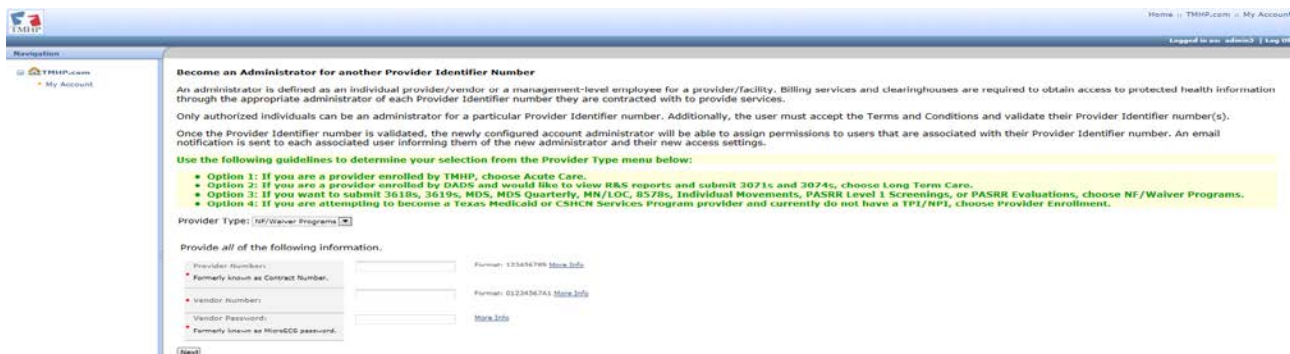
1. Click Login Button and Login as admin user and go to “My Account’ Hyperlink



2. Click hyperlink ‘Administer a Provider Identifier’



2. Select ‘Provider Type’ as ‘NF/Waiver Programs’





3. Enter the below information in the respective fields
  - a) Provider Number
  - b) Vendor Number
  - c) Vendor Password

**Become an Administrator for another Provider Identifier Number**

An administrator is defined as an individual provider/vendor or a management-level employee for a provider/facility. Billing services and clearinghouses are required to obtain access to protected health information through the appropriate administrator of each Provider Identifier number they are contracted with to provide services.

Only authorized individuals can be an administrator for a particular Provider Identifier number. Additionally, the user must accept the Terms and Conditions and validate their Provider Identifier number(s). Once the Provider Identifier number is validated, the newly configured account administrator will be able to assign permissions to users that are associated with their Provider Identifier number. An email notification is sent to each associated user informing them of the new administrator and their new access settings.

**Use the following guidelines to determine your selection from the Provider Type menu below:**

- Option 1: If you are a provider enrolled by TMHP, choose Acute Care.
- Option 2: If you are a provider enrolled by DADS and would like to view R&S reports and submit 3071s and 3074s, choose Long Term Care.
- Option 3: If you want to submit 3618s, 3619s, MDS, MDS Quarterly, MN/LOC, 8578s, Individual Movements, PASRR Level 1 Screenings, or PASRR Evaluations, choose NF/Waiver Programs.
- Option 4: If you are attempting to become a Texas Medicaid or CSHCN Services Program provider and currently do not have a TPI/NPI, choose Provider Enrollment.

Provider Type: **NF/Waiver Programs**

Provide all of the following information.

Provider Number:  Format: 123456789 [More Info](#)

Formerly known as Contract Number.

Vendor Number:  Format: 012345678 [More Info](#)

Vendor Password:  [More Info](#)

Formerly known as MicroECR password.

[Next](#)

4. Click 'Next' Hyperlink

The provider security information has been verified. Please validate your account information.

User Name:  6-20 characters (no spaces or special characters)

Must be a different than your EDE Subscriber ID

First Name:  (no special characters)

Last Name:  (no special characters)

Business telephone:  XXX-XXX-XXXX

Email:    
 \* To ensure delivery directly to your inbox please add donatroy@tmhp.com to your address book today.

Confirm Email:  Re-type email address. Do not cut and paste.

**GENERAL TERMS AND CONDITIONS**

You have entered the secure portion of the Texas Medicaid Incentive Payment System (IMPS) website. Participation in IMPS requires that you agree to the terms and conditions of use. These terms and conditions are available on the secure portion of this website. Only you, your authorized representatives, affiliates, subsidiaries, employees, contractors, and subcontractors.

By accessing the terms of use, you will be deemed to agree to the terms, conditions, and information provided by the secure portion of this website. Only

I agree to these terms

[Link Provider Number](#)

5. Enter all required details in respective fields
  - a) Check the checkbox 'I agree to these terms'
  - b) Click Hyperlink 'Link Provider Number'

The administrator assignment for was successful.

[Continue](#)

6. The Provider NPI is linked successfully.

## Create a User

The administrator can create new users or link existing users from the My Account page. The administrator can choose the Vendor/Contract Number for which they want to grant access.

1. Login as admin user and go to “My Account” Hyperlink

Home :: TMHP.com :: My Account  
Logged in as: admin3 | Log Off

Navigation

TMHP.com  
My Account

Welcome to My Account. This section allows a user to perform various maintenance activities for their TMHP account. Click the appropriate link for access to the maintenance options.

**LTC Online Portal**  
[Submit Form](#)  
[Inquire about a form status](#)

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**Manage Provider Accounts**  
[Administer a Provider Identifier](#)  
 Become a Provider Administrator for a Provider Identifier (authorization required).  
[Administer a Provider Enrollment Transaction](#)  
 Open the provider enrollment application  
[Modify Permissions](#)  
 Add remove permissions and/or unlink users for a Provider Identifier that you administer.  
**[Create a new user](#)**  
[Create a new user for existing Provider Identifier.](#)  
[Link an existing user](#)  
 Link an existing user to a Provider Identifier that you administer.  
[Join a Medical RHP Incentive Program](#)  
[Register, attest, appeal and/or check your status](#)  
[Enroll to receive Electronic Remittance Advice \(ERA\)](#)  
 Enroll to receive Electronic Remittance Advice 835 file. Form must be completed, printed, and faxed as instructed. Note: To modify or cancel existing ERA Enrollment select link:  
[www.tmhp.com/Provider\\_Forms/EDI/TMHP-ERS-Agreement.pdf](http://www.tmhp.com/Provider_Forms/EDI/TMHP-ERS-Agreement.pdf)

**Account Settings**  
[My Profile](#)  
 Modify your profile information.  
[Change Password](#)  
 Change your account password. It is recommended that you do this every 30 days.

**Help**  
**TMHP.com Security Enhancement Training Guide:** Effective May 26, 2005, TMHP implemented new security features on TMHP.com. A training guide has been developed by TMHP to assist providers during the initial security

Ready

2. Click on ‘Create a new user’ Hyperlink

Home :: TMHP.com :: My Account  
Logged in as: admin3 | Log Off

Navigation

TMHP.com  
My Account

You are the Provider Administrator for the following Provider Identifiers. Please select a Provider Identifier Number to **Create a new user**.

**Vendor Numbers**  
[5233](#) for Provider Number 001026173  
[4626](#) for Provider Number 001026130  
[4870](#) for Provider Number 001026137

- Click on 'Vendor number' (NF Vendor Number)Hyperlink for which you need to create a new user. Enter all required details in the respective fields.

Please type in the user information for the new user and select the security permissions for:  
**Vendor Number 4626 and Provider Number 001026130**

User Name:  (4-30 characters (no spaces or special characters))  
 \* Must be a different than your EDI Submitter ID

First Name:  (no special characters)

Last Name:  (no special characters)

Business telephone:  (xxx-xxx-xxxx xxxx)

Email:  THHP is currently experiencing problems sending Account Activation confirmation emails to MSN and Hotmail accounts. In order to receive your Account Activation confirmation email, which includes your User Name and Password, THHP suggests using a different email account. If you do not have a separate email account, you may set up one for free with [Yahoo](#).

\* To ensure delivery directly to your inbox please add [denstrophy@tmhp.com](mailto:denstrophy@tmhp.com) to your address list today

Confirm Email:  Retype email address. Do not cut and paste.

Permissions(s) for:  
 Vendor Number 4626 and Provider Number 001026130

3618 Submitter	3618 Miscellaneous permission	3619 Miscellaneous permission	3619 Submitter	3632 Submitter	Provider Administrator	NDS Miscellaneous permission	MDS Submitter	MDSQTR Submitter	MDSQTR Miscellaneous permission	PASARR Submitter	Waiver Submitter	Waiver Miscellaneous permission	Individual Renewal Submitter	Individual Renewal Miscellaneous permission	Targeted Case Management
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Create User](#)

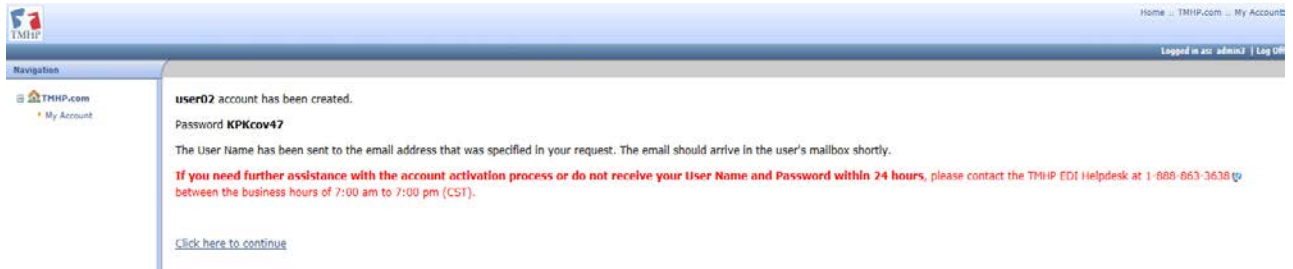
Targeted Case Management Miscellaneous permission	Provider Location Update Submitter	Provider Location Update Miscellaneous permission	IPC 3608 Submitter	IPC 3608 Miscellaneous permission	RCSS3615 Submitter	RCSS3615 Miscellaneous permission	RTS3616 Submitter	RTS3616 Miscellaneous permission	IDRC 8578 Submitter	IDRC 8578 Miscellaneous permission	IPC 8582 Submitter	IPC 8582 Miscellaneous permission	PL1 Submitter	PE Submitter	Alerts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MCO User	PL1 View Only	PE View Only	MDS View Only	MDSQTR View Only	Hosp3071 View Only	Hosp3074 View Only	RTN3618 View Only	SNFP3619 View Only	H1700 Submitter	PSS Access	SKSAI Submitter	SKSAI Viewer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Check the Below Permissions as shown below to create a strictly MCO User.
  - MCO User
  - SKSAI Viewer

MCO User	PL1 View Only	PE View Only	MDS View Only	MDSQTR View Only	Hosp3071 View Only	Hosp3074 View Only	RTN3618 View Only	SNFP3619 View Only	H1700 Submitter	PSS Access	SKSAI Submitter	SKSAI Viewer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5. Click 'Create User' Button

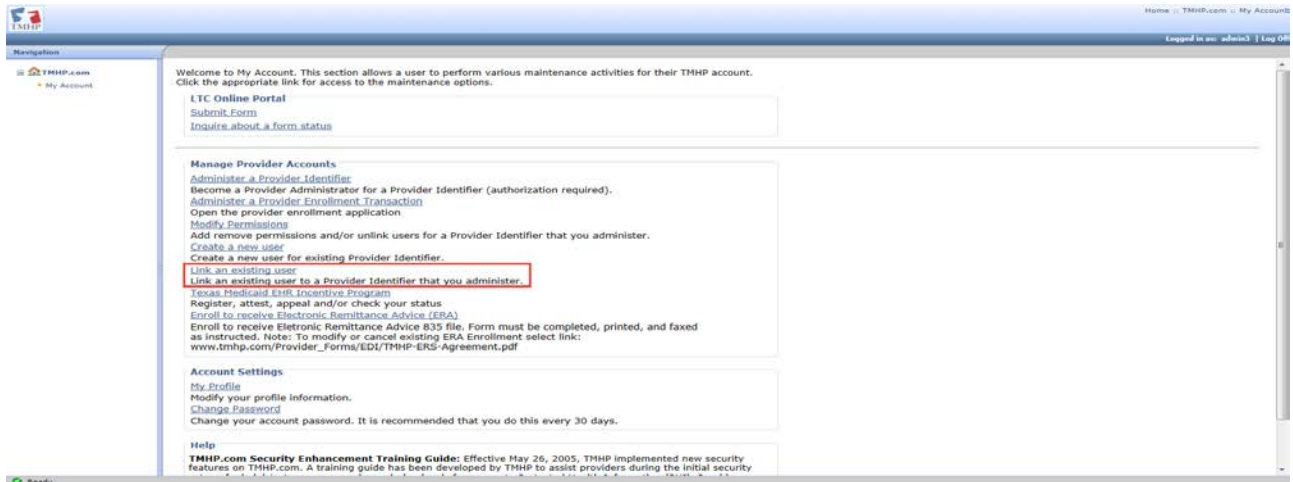


## 6. The username and password for the strictly MCO user is displayed .

### Link an Existing User and Assign Permissions

If you are MCO Admin user and need to provide SK-SAI view permissions to users then please follow the instructions below.

#### 1. Login as admin user and go to "My Account" Hyperlink



#### 2. Click 'Link an existing user' hyperlink



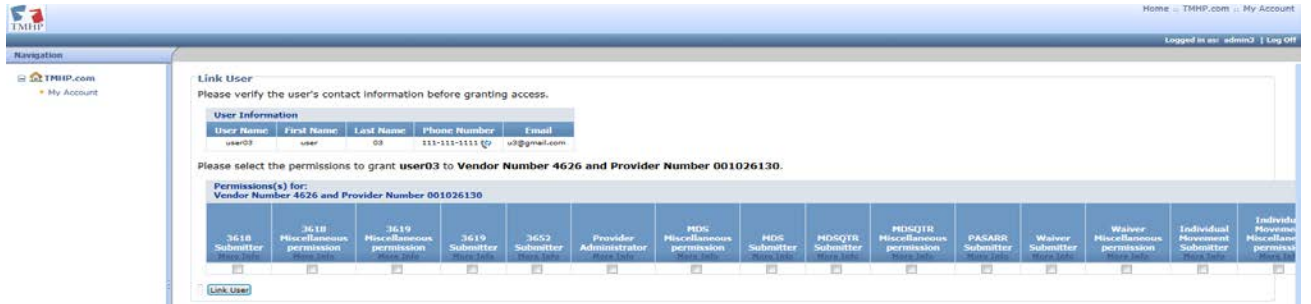
#### 3. Click on 'Vendor number' (NF Vendor Number)Hyperlink which you need to link to existing user.



- Enter the name of the user to which the new vendor number has to be linked



- Click 'Find User' Button



Targeted Case Management Submitter	Targeted Case Management Miscellaneous permission	Provider Location Update Submitter	Provider Location Update Miscellaneous permission	IPC 3608 Submitter	IPC 3608 Miscellaneous permission	RCSS3615 Submitter	RCSS3615 Miscellaneous permission	RTS3616 Submitter	RTS3616 Miscellaneous permission	IDRC 8578 Submitter	IDRC 8578 Miscellaneous permission	IPC 8582 Submitter	IPC 8582 Miscellaneous permission	PL1 Submitter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCO User	PL1 View Only	PE View Only	MDS View Only	MDSQTR View Only	Hosp3071 View Only	Hosp3074 View Only	RTN3618 View Only	SNFP3619 View Only	H1700 Submitter	PSS Access	SKSAI Submitter	SKSAI Viewer		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Check the Below Permissions as shown for NF Vendor Number.
  - MCO User
  - SKSAI Viewer

MCO User	PL1 View Only	PE View Only	MDS View Only	MDSQTR View Only	Hosp3071 View Only	Hosp3074 View Only	RTN3618 View Only	SNFP3619 View Only	H1700 Submitter	PSS Access	SKSAI Submitter	SKSAI Viewer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

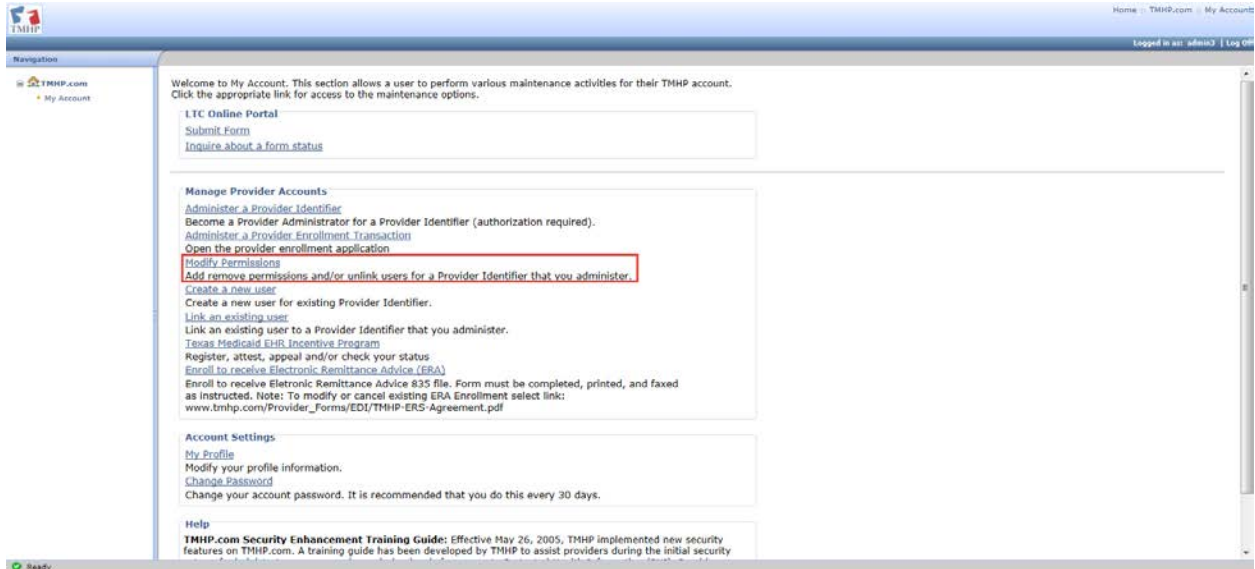
- Click 'Link user' Button



- User associate with MCO and non MCO contract number is created successfully.

## Modify Permissions of existing user

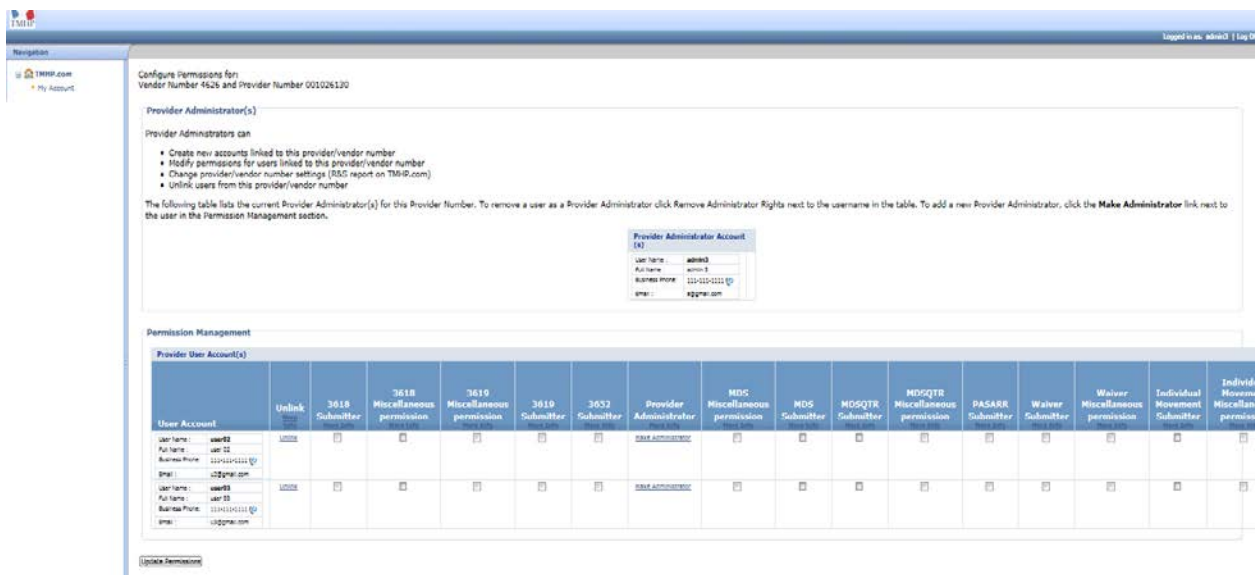
1. Login as admin user and go to "My Account" Hyperlink



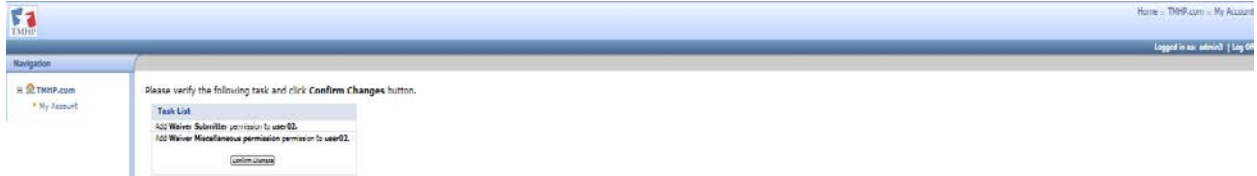
2. Click 'Modify permissions' Hyperlink



3. Click on any 'Vendor Number' Hyperlink whose permissions associated to user needs to be modified.



4. Check/Uncheck the permissions and Click 'Update permissions' button.

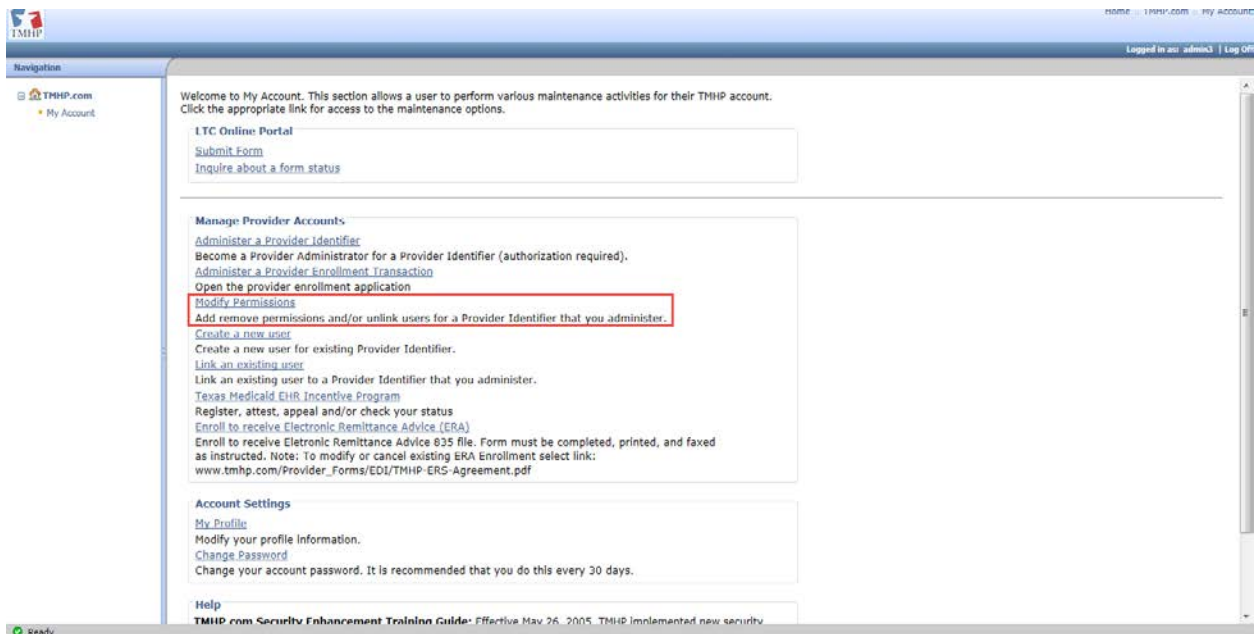


5. Click 'Confirm Changes' button. The permissions of the user has been modified.

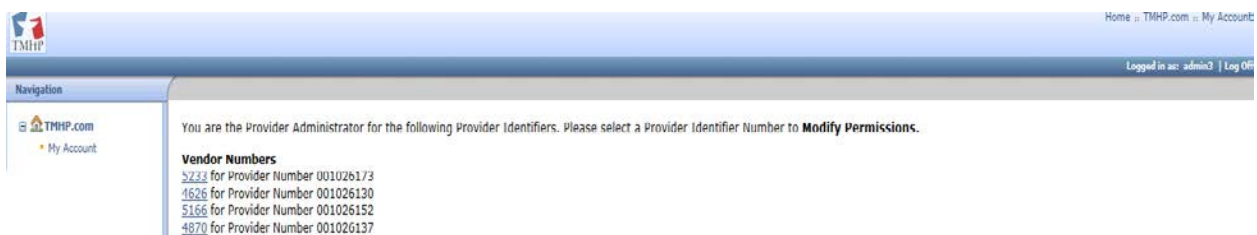
## Add Administrative Users

Multiple administrators are allowed per Vendor/Contract Number. The first administrator to be activated for a plan code account can add new web users to the plan code, grant or remove feature rights to those users and also grant or remove administrator rights for current users associated with the Vendor/Contract Number. To make an existing user an additional administrator for a plan code, the current administrator must click the 'Make Administrator' hyperlink for the selected user's name. To remove administrator permissions for a user, uncheck the 'Remove Administrator Rights' hyperlink next to the selected user's name. Users whose administrator permissions are removed will retain the permissions of regular users for that vendor/contract number.

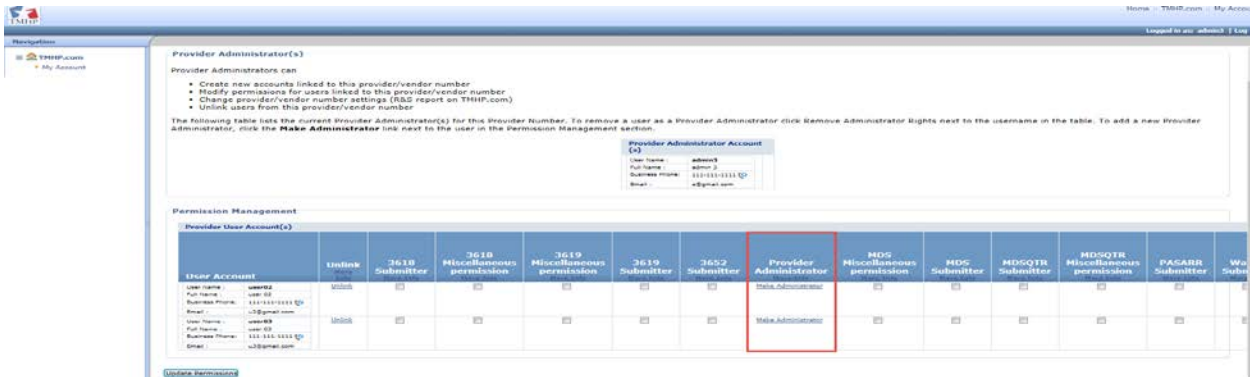
1. Log in as admin user and go to "My Account' Hyperlink



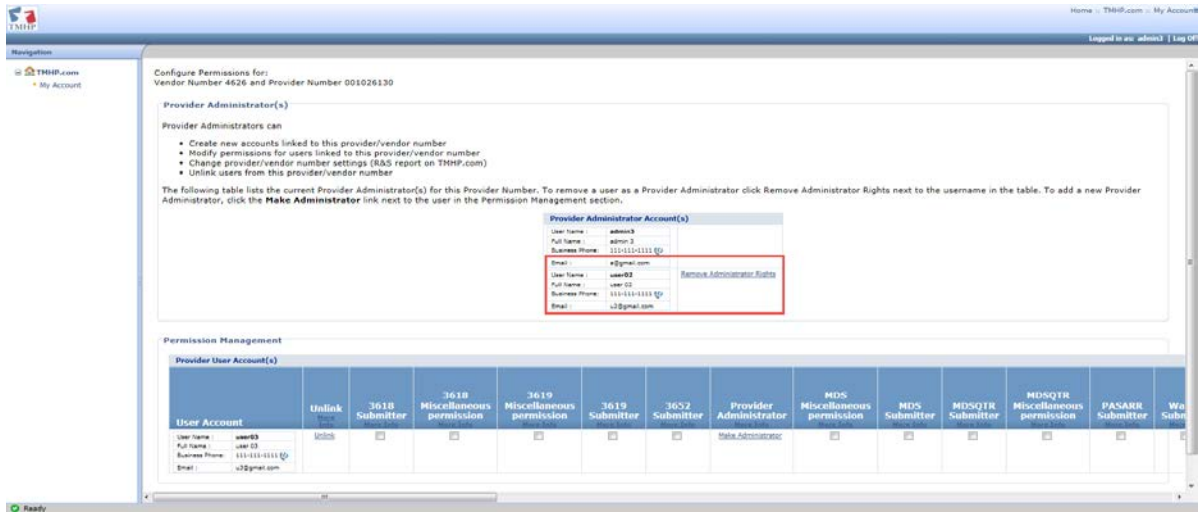
2. Click 'Modify permissions' Hyperlink



- Click on any 'Vendor Number' Hyperlink whose permissions associated to user needs to be modified.

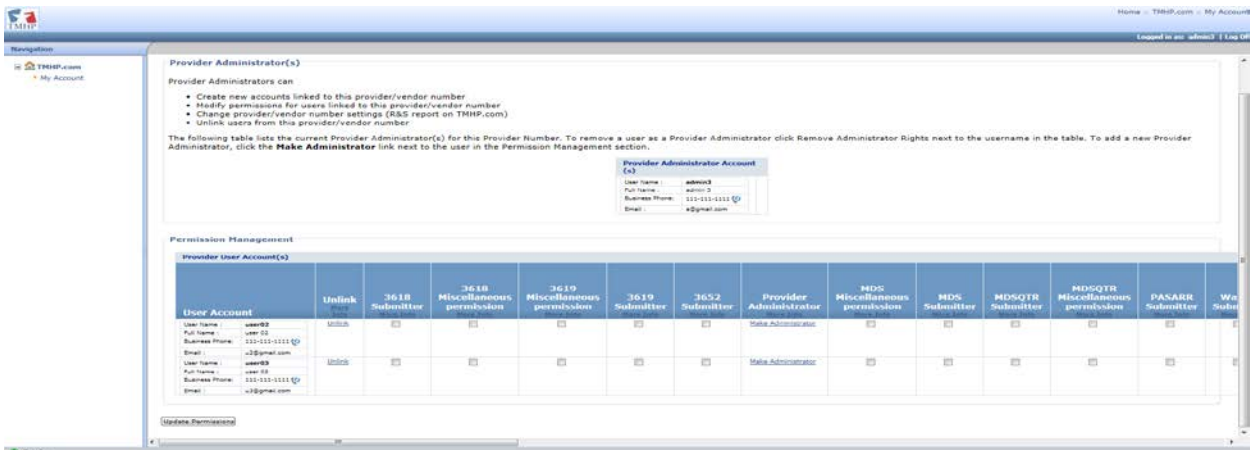


- Click on 'Make Administrator' Hyperlink for the user whose permission needs to be modified.



## Remove Administrative Rights

- To Remove administrator rights, Click on 'Remove Administrator Rights' Hyperlink for the user whose permission needs to be modified.





## Disassociate Contract/Vendor Number from a User

Disassociating a contract/vendor number from user will grant or remove rights of that user to any clients currently associated to the vendor/contract number.

To remove contract/vendor number association from a current user, an administrator for a plan code can click **Unlink** next to the selected user name. All associations between that user and the particular contract/vendor that is being administered at the time will be removed.

TMHP Home :: TMHP.com  
 Logged in as

Navigation  
 TMHP.com  
 My Account

Configure Permissions for:  
 Vendor Number 4626 and Provider Number 001026130

**Provider Administrator(s)**

Provider Administrators can

- Create new accounts linked to this provider/vendor number
- Modify permissions for users linked to this provider/vendor number
- Change provider/vendor number settings (R&S report on TMHP.com)
- Unlink users from this provider/vendor number

The following table lists the current Provider Administrator(s) for this Provider Number. To remove a user as a Provider Administrator click Remove Administrator Rights next to the username in the table. To add a new Provider Administrator, click the **Make Administrator** link next to the user in the Permission Management section.

**Provider Administrator Account(s)**

User Name :	admin2
Full Name :	admin 2
Business Phone :	111-111-1111
Email :	#@gmail.com

**Permission Management**

**Provider User Account(s)**

User Account	Unlink	3618 Submitter	3618 Miscellaneous permission	3619 Miscellaneous permission	3619 Submitter	3652 Submitter	Provider Administrator	MDS Miscellaneous permission	MDS Submitter	MDSQTR Submitter
User Name : user02 Full Name : user 02 Business Phone : 111-111-1111 Email : u2@gmail.com	Unlink	More Info	More Info	More Info	More Info	More Info	Make Administrator	More Info	More Info	More Info