



MANAGING YOUR LTC ONLINE PORTAL ACCOUNT

A USER GUIDE FOR PROVIDERS



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

v2023_0629

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Introduction

The Texas Medicaid & Healthcare Partnership (TMHP) website at tmhp.com is a valuable resource that stores notifications, bulletins, manuals, and other reference materials. Each provider can create their own administrative account on tmhp.com. These administrative accounts are responsible for administering access to additional users, adding new users to the site, and modifying user permissions. The secure pages that the providers can access contain protected health information (PHI) linked to them.

Administrator Responsibilities

Providers and other entities that use the secure functions of the TMHP website to access PHI are initially required to assign at least one provider administrator to manage all of their user accounts and permissions associated with their provider number (previously called contract number). An administrator is defined as an individual or management-level employee assigned by a provider. Each provider administrator is responsible for controlling access to PHI. Other responsibilities include:

- Controlling user activity by assigning the correct permissions to individual users.
- Assigning or removing users as administrators when necessary.
- Creating or deleting 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 Standard Users

All usernames have a My Account page that can be found by clicking **My Account** 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. Administrators have additional options to choose from that standard users will not see.

My Account Page for Administrator

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](#)

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.
- [Texas Medicaid EHR 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

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](#)

User Account Administration

Admin Account Creation

If you are a new provider or entity trying to get access to the LTC Online Portal for the first time, perform the following steps:

- 1) Go to tmhp.com, and click **My Account**.

TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

Provider | Client/Cliente

Search

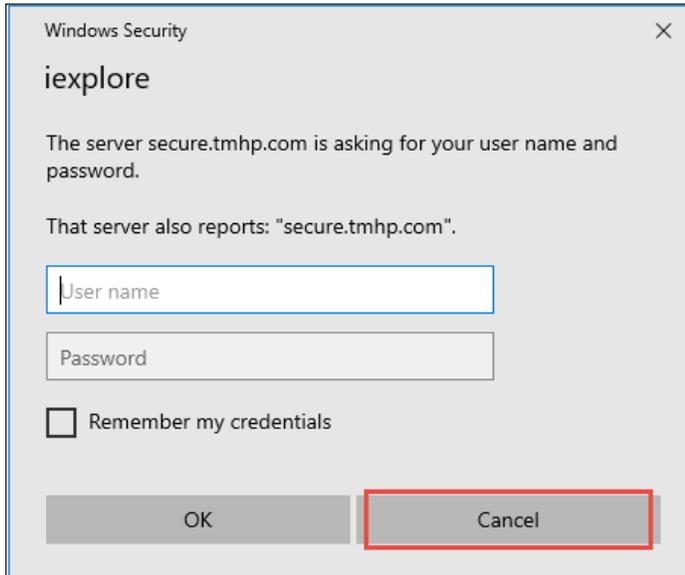
Home Programs Topics Resources Contact My Account

Welcome Texas Medicaid Providers

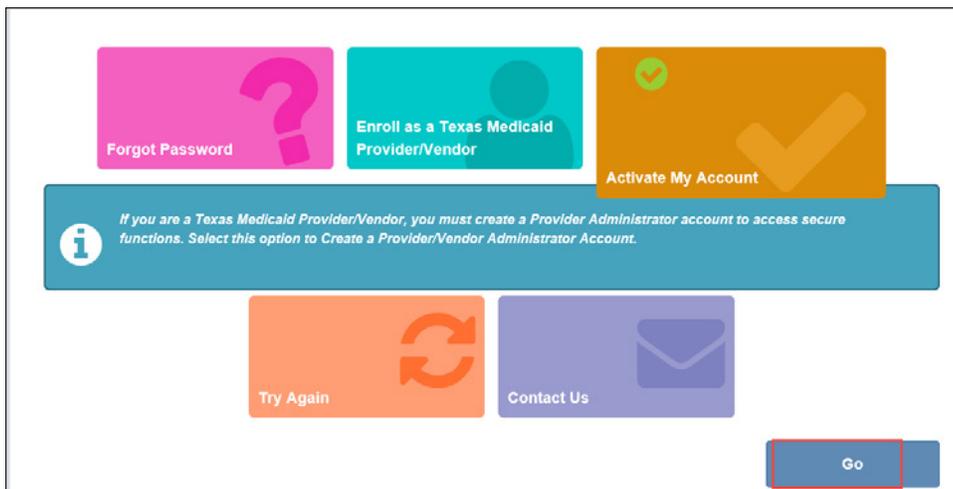
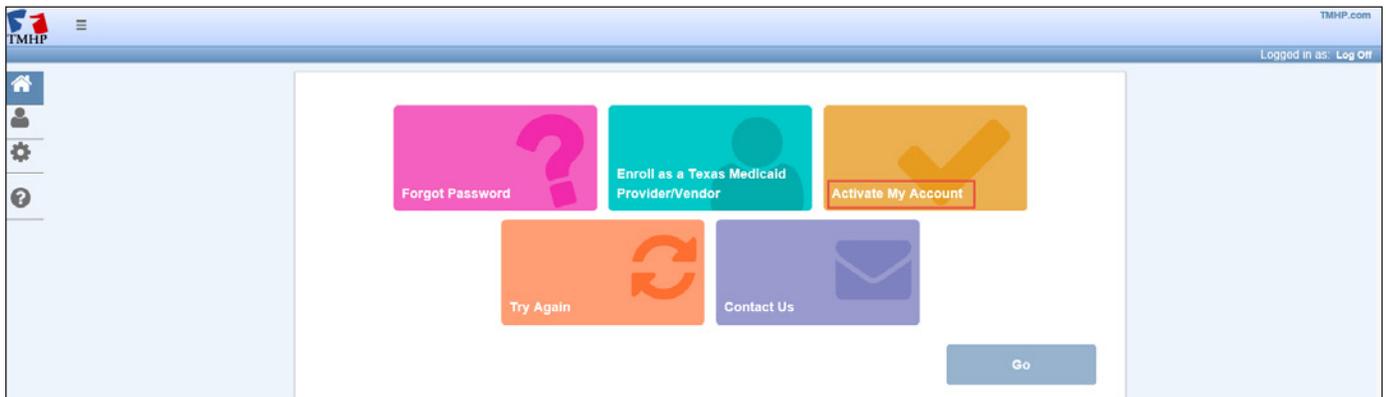
The Texas Medicaid & Healthcare Partnership provides the resources to help providers succeed with their Medicaid practice

[My Account](#)

- 2) The Windows Security pop-up will display. If you have an existing account, enter your username and password, then click **OK**. If you do not have an account, click **Cancel**.



- 3) Click on **Activate My Account**, then click **Go**.



- 4) The Account Activation page is launched. Click **Create Account and link to a Nursing Facility/Waiver Program provider**, then click **Next**.

Why are you creating a new account?

I want to create an account to enroll and administer a new Texas Medicaid and other state healthcare programs provider.

Create a Provider Enrollment Account.

I want to create an account to administer an existing enrolled Texas Medicaid and other state healthcare programs provider.

Select type of provider from the options below:

Create Account and link to an Acute Care provider

Create Account and link to a Long Term Care provider

Create Account and link to a Nursing Facility/Waiver Program provider

Create Account and link to a Vendor Drug Program provider

Create Account and link to an LTSS or similar provider

- 5) Enter all required provider information indicated by a red dot, and click **Next**. You must call the Electronic Data Interchange (EDI) Help Desk at 1-888-863-3638, option 4, (state your provider account type as Nursing Facility/Waiver, Vendor Number [0+Component Code], and Medicaid provider number) to receive your vendor password.

Note: It may take three to five business days by postal mail to receive the password, so you may prefer to receive your vendor password by email.

Information on how to create an LTC Online Portal administrator account, access My Account, and log into the LTC Online Portal can be found in the *Long-Term Care (LTC) User Guide for General Information, Online Portal Basics, and Program Resources*.

Find your previously enrolled Provider

* **Provider Number**
Formerly known as Contract Number

* **Vendor Number**

* **Vendor Password**
Formerly known as MicroECS password

If you do not have your Vendor Password, you may contact the EDI Helpdesk at 1-888-863-3638, 7:00 a.m. to 7:00 p.m., Central Time for assistance.

Back **Next**

- 6) When the Create New Account page launches, enter all required information indicated by a red dot. Review the Terms and Conditions, and click the **I agree to these terms** checkbox for the new account.

Create New Account

*** User Name** 6-20 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

*** Email** To ensure delivery to your inbox please add donotreply@tmhp.com to your address book today

*** Confirm Email** Retype email address. Do not copy and paste

*** Password** 8-20 characters(no spaces)

*** Confirm Password** Retype password. Do not copy and paste

*** General Terms and Conditions**

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

Terms of Use
 By accepting the terms of use, you will be allowed access to programs, reports, and information protected by federal and state law contained in the secure portion of this website. Only authorized persons in lawful possession of a password provided by TMHP to provide such passwords may enter and access the secure portion of this website. The use of this website is subject to the terms of use contained herein.

Once you have accepted the terms of use, you will not be asked to accept such terms again when you access the site another time. TMHP has the right at any time to change or modify the terms of use which will be posted on this website. Any use of the website by you after modified terms have been posted will be deemed to constitute acceptance by you of the modified terms. TMHP has the right at any time to change or discontinue

* I agree to these terms

I'm not a robot

Submit

Back

- 7) Click the **I'm not a robot** checkbox, then click **Submit**.

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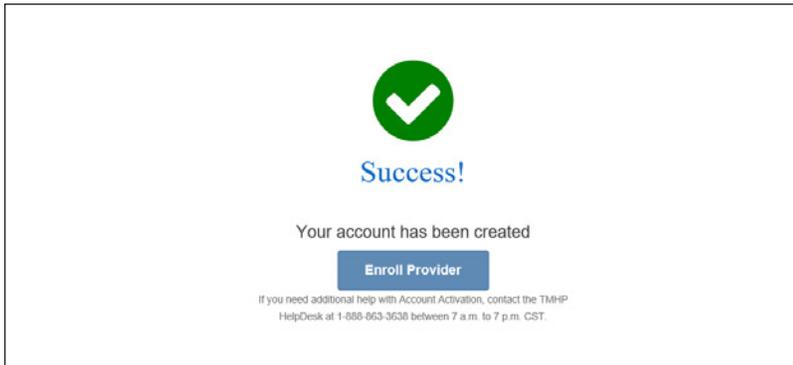
* I agree to these terms

I'm not a robot

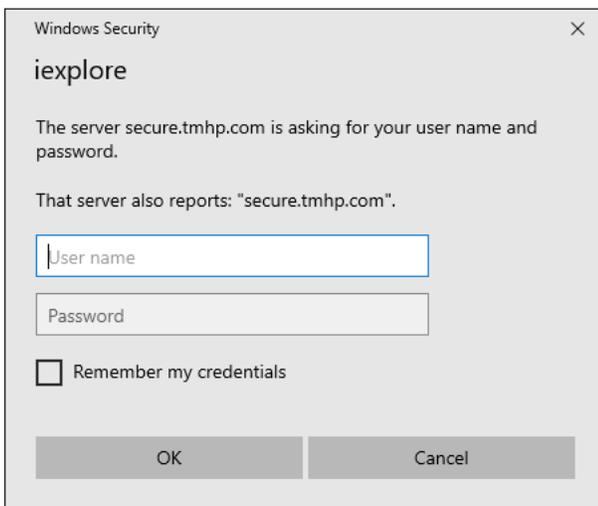
Submit

Back

- When your account is created, click on **Enroll Provider** to continue making the admin account for the provider number.



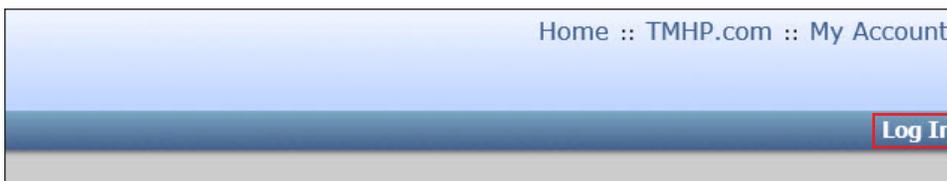
- At the Windows Security prompt, type your username and password that you created to enter the My Account page.



Link NPI/Provider Number to Admin Account

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

- Click **Log in**.



- 2) Log in as the admin user, and go to **My Account**.
- 3) In the window that appears, click **Administer a Provider Identifier**.

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.

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- [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.
- [Texas Medicaid EHR Incentive Program](#)
Register, attest, appeal and/or check your status
- [Enroll to receive Electronic Remittance Advice \(ERA\)](#)
Enroll to receive Eletronic 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

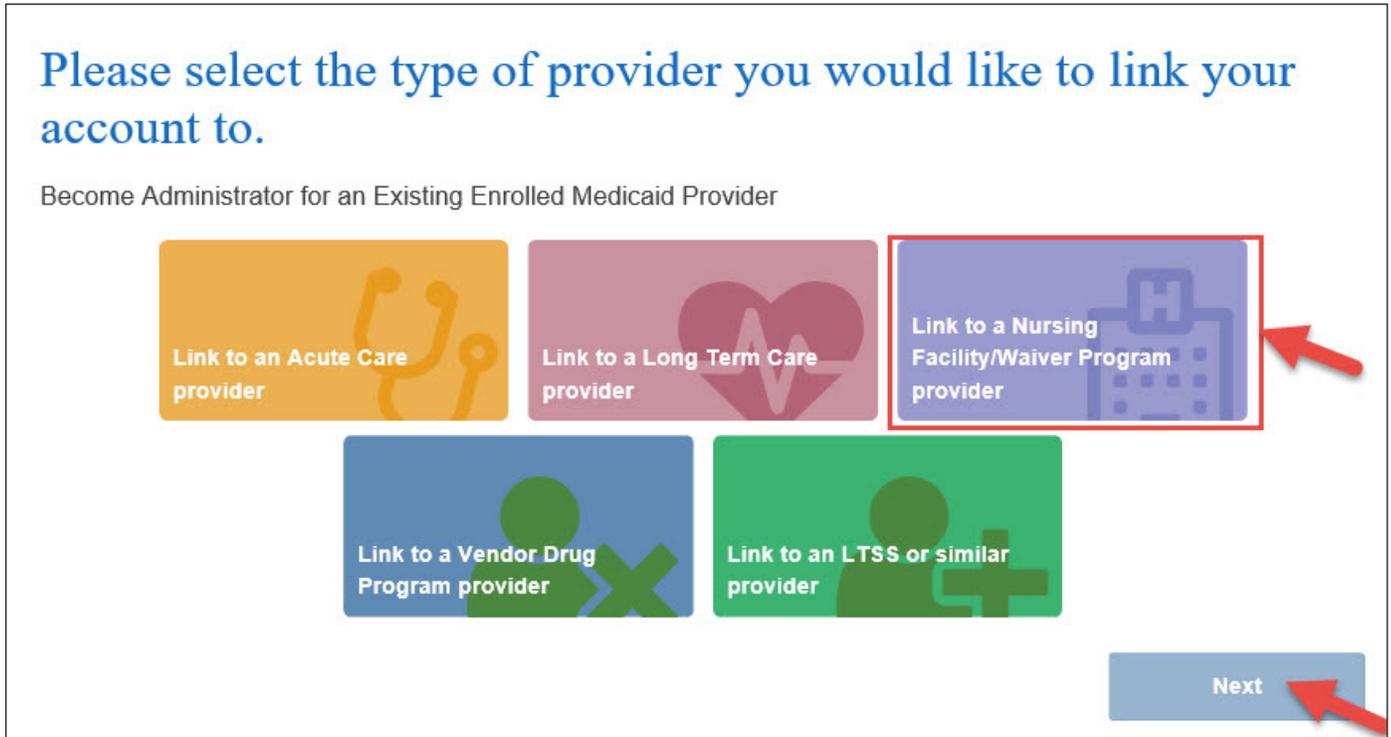
Account Settings

- [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

- 4) When the Become Administrator for an Existing Enrolled Medicaid Provider section appears, select **Link to a Nursing Facility/Waiver Program provider**. Then click **Next**.



- 5) Enter the following required provider information indicated by a red dot:
- Provider number
 - Vendor number (also known as the component code)
 - Vendor password

Find your previously enrolled Provider

* Provider Number
Formerly known as Contract Number

* Vendor Number

* Vendor Password
Formerly known as MicroECS password

If you do not have your Vendor Password, you may contact the EDI Helpdesk at 1-888-863-3638, 7:00 a.m. to 7:00 p.m., Central Time for assistance.

Back

Next

- 6) Click **Next**.
- 7) Enter all required information indicated by a red dot.
- 8) Check the **I agree to these terms** checkbox.
- 9) Click **Link Provider Number**.

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

* User Name

* First Name (no special characters)

* Last Name (no special characters)

* Business Telephone xxx-xxx-xxxx

* Email To ensure delivery to your inbox please add donotreply@tmhp.com to your address book today

* Confirm Email Retype email address. Do not copy and paste

* General Terms and Conditions

create new portal accounts and link existing accounts to the registered provider number. One individual may be a Provider Administrator for multiple provider numbers. During the process of creating a Provider Administrator account, you agree to give us true, accurate, and complete information about you, and to promptly update this information when it changes. If you do not update it, we may suspend or terminate your use of the website as explained below. Any personal information that you provide to us is subject to the terms of our policy on privacy.

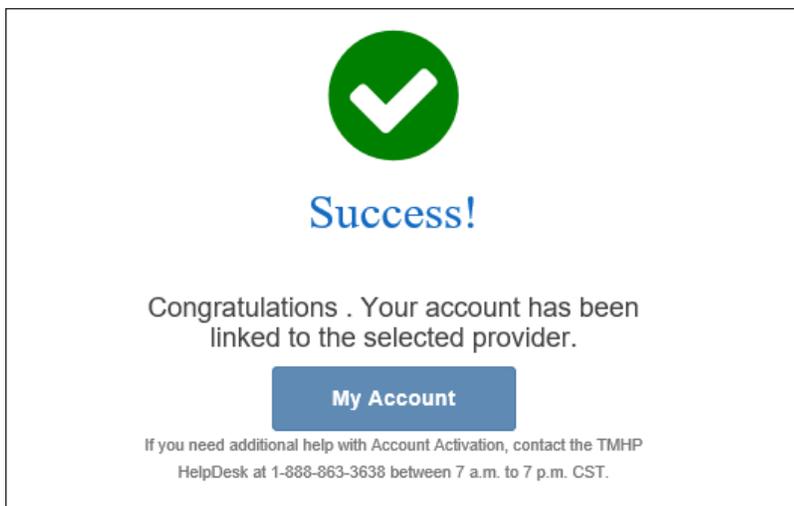
Account Information and Password Protection
When you create a Provider Administrator account or activate your account, you will be assigned a user name and you will select a password so that you can access your account with us. You agree that you will keep this information confidential.

Disclosure of Your Identity
From time to time we may receive requests to disclose the identities of our users. We only will disclose the identities of our users or other personally identifiable information in accordance with the terms of our policy on privacy.

I agree to these terms

Link Provider Number

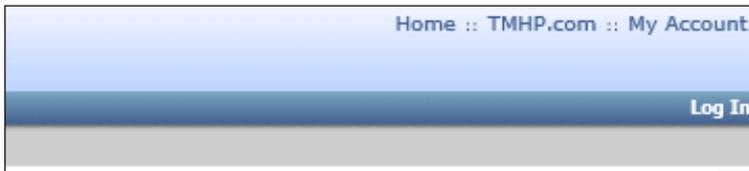
- 10) Look for a message stating that the account has been linked to the selected provider.



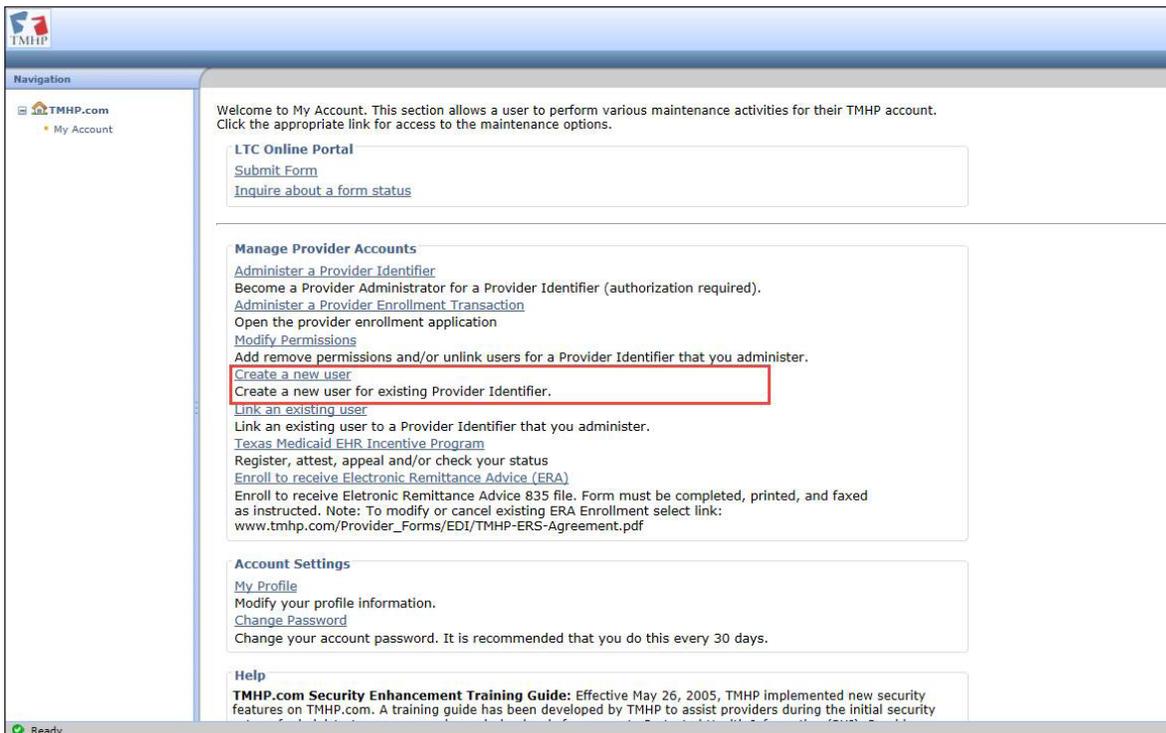
Create a User

The administrator can create new users or link existing users from the My Account page. The administrator can choose the provider number for which they want to grant access.

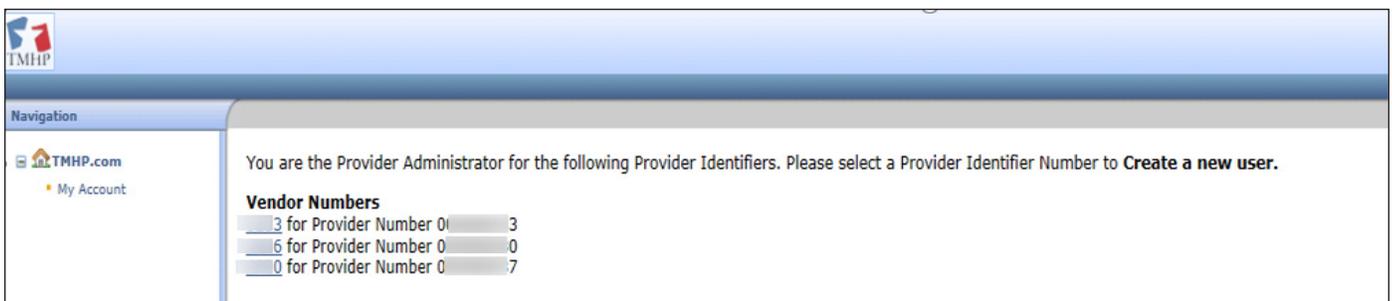
- 1) Log in as the admin user, and go to **My Account**.



- 2) Click **Create a new user**.



- 3) Click the **vendor number** for which you need to create a new user.



4) Enter all required information indicated by a red dot.

Please type in the user information for the new user and select the security permissions for:
Vendor Number [] and **Provider Number** [] .

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

First Name: (no special characters)

Last Name: (no special characters)

Business telephone: XXX-XXX-XXXX XXXX

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

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

Permissions(s) for:
Vendor Number [] and **Provider Number** []

3618 Submitter More Info	3618 Miscellaneous permission More Info	3619 Miscellaneous permission More Info	3619 Submitter More Info	3652 Submitter More Info	Provider Administrator More Info	MDS Miscellaneous permission More Info	MDS Submitter More Info	MDSQTR Submitter More Info	MDSQTR Miscellaneous permission More Info	P Su M
<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

Note: By clicking **More Info**, users can see more details on the type of permission.

5) Check the boxes of the applicable permissions based on the services that your organization is currently contracted to provide and whether the new user being created will be assigned to work on the related tasks.

Permissions(s) for:
Vendor Number [] and **Provider Number** []

3618 Submitter More Info	3618 Miscellaneous permission More Info	3619 Miscellaneous permission More Info	3619 Submitter More Info	3652 Submitter More Info	Provider Administrator More Info	MDS Miscellaneous permission More Info	MDS Submitter More Info	MDSQTR Submitter More Info	MDSQTR Miscellaneous permission More Info	PASARR Submitter More Info	Waiver Submitter More Info	Waiver Miscellaneous permission More Info	Individual Movement Submitter More Info	Individual Movement Miscellaneous permission More Info
<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"/>

Home and Community-based Services (HCS) Program Provider – If your organization is currently contracted to provide HCS program services, the following permissions are applicable to your users:

Individual Movement Submitter More Info	Individual Movement Miscellaneous permission More Info	Provider Location Update Submitter More Info	Provider Location Update Miscellaneous permission More Info	IPC 3608 Submitter More Info	IPC 3608 Miscellaneous permission More Info		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
StaffID Viewer More Info	StaffID Add Edit Delete Reactivate More Info	RCSS3615 Miscellaneous permission More Info	RTS3616 Submitter More Info	RTS3616 Miscellaneous permission More Info	IDRC 8578 Submitter More Info	IDRC 8578 Miscellaneous permission More Info	Dashboard Viewer More Info
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Texas Home Living (TxHmL) Program Provider – If your organization is currently contracted to provide TxHml program services, the following permissions are applicable to your users:

Individual Movement Submitter More Info	Individual Movement Miscellaneous permission More Info	RTS3616 Submitter More Info	RTS3616 Miscellaneous permission More Info	IDRC 8578 Miscellaneous permission More Info	IPC 8582 Miscellaneous permission More Info	RCSS3615 Miscellaneous permission More Info	Dashboard Viewer More Info	StaffID Viewer More Info	StaffID Add Edit Delete Reactivate More Info
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HCS Financial Management Services Agencies (FMSA) – If your organization is currently contracted to be HCS FMSA, the following permissions are applicable to your users:

IDRC 8578 Miscellaneous permission More Info	IPC 3608 Miscellaneous permission More Info	Individual Movement Miscellaneous permission More Info	RCSS3615 Miscellaneous permission More Info	RTS3616 Miscellaneous permission More Info	Dashboard Viewer More Info
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

TxHmL FMSA – If your organization is currently contracted to be TxHmL FMSA, the following permissions are applicable to your users:

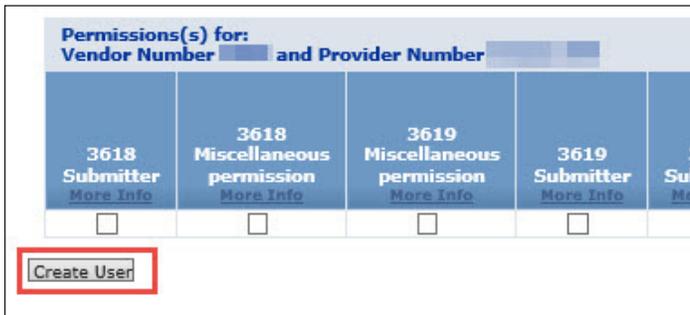
IDRC 8578 Miscellaneous permission More Info	IPC 8582 Miscellaneous permission More Info	Individual Movement Miscellaneous permission More Info	RCSS3615 Miscellaneous permission More Info	RTS3616 Miscellaneous permission More Info	Dashboard Viewer More Info
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Local Intellectual and Developmental Disability Authorities (LIDDA) – If your organization is currently contracted to be LIDDA, the following permissions are applicable to your users:

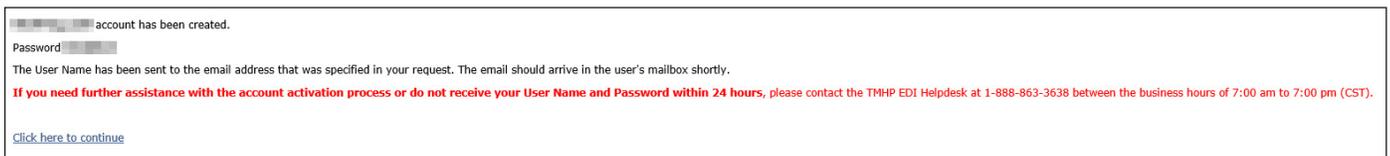
Individual Movement Submitter More Info	Individual Movement Miscellaneous permission More Info	Provider Location Update Submitter More Info	Provider Location Update Miscellaneous permission More Info	PreEnrollment Submitter More Info	PreEnrollment Viewer More Info	IDRC 8578 Submitter More Info	IDRC 8578 Miscellaneous permission More Info	Dashboard Viewer More Info
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

IPC 3608 Submitter More Info	IPC 3608 Miscellaneous permission More Info	RCSS3615 Submitter More Info	RCSS3615 Miscellaneous permission More Info	RTS3616 Submitter More Info	RTS3616 Miscellaneous permission More Info	IPC 8582 Submitter More Info	IPC 8582 Miscellaneous permission More Info	LIDDA Data Maintenance User More Info	Alerts More Info
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6) Click **Create User**.



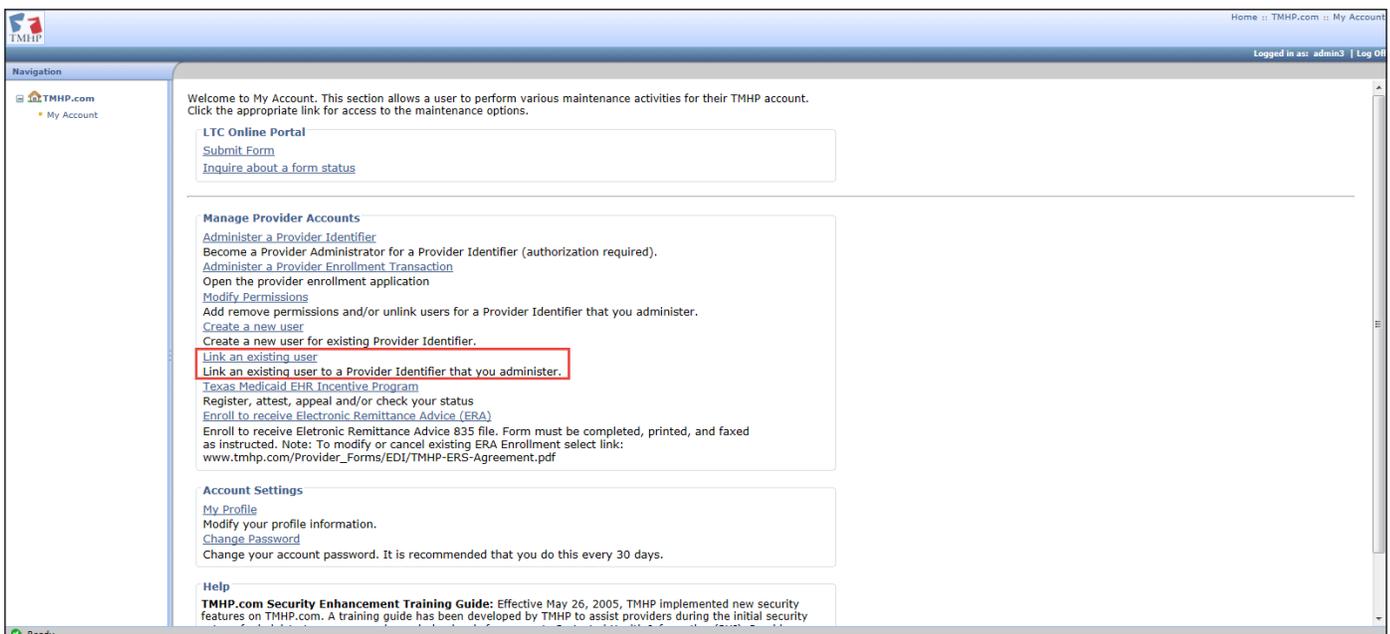
7) The username and password for the new user are displayed on the web page.



Link an Existing User and Assign Permissions

If you are an admin user and need to link an existing user to another provider number of your organization, refer to the following instructions:

- 1) Log in as the admin user, and go to **My Account**.
- 2) Click **Link an existing user**.



- 3) Click the vendor number to link the existing user.

You are the Provider Administrator for the following Provider Identifiers. Please select a Provider Identifier Number to **Link an existing user**.

Vendor Numbers	
0	for Provider Number 0 4
0	for Provider Number 0 4
0	for Provider Number 0 4
0	for Provider Number 0 0

- 4) Type the username to which the new vendor number must be linked.
- 5) Click **Find User**.

Find User

Please type in the user name of the user you want to link to **Vendor Number** [redacted] **and Provider Number** [redacted].

User Name **Find User**

- 6) Follow Step 5 in the [“Create a User”](#) section to grant access to the user for this provider number. Check the boxes of the applicable permissions based on the services that your organization is currently contracted to provide and whether the new user being created will be assigned to work on the related tasks.
- 7) Click **Link User**.

Permissions(s) for:
Vendor Number [redacted] **and Provider Number** [redacted]

3618 Submitter More Info	3618 Miscellaneous permission More Info	3619 Miscellaneous permission More Info	3619 Submitter More Info	3652 Submitter More Info
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Link User

- 8) The user associated provider number is now linked successfully.

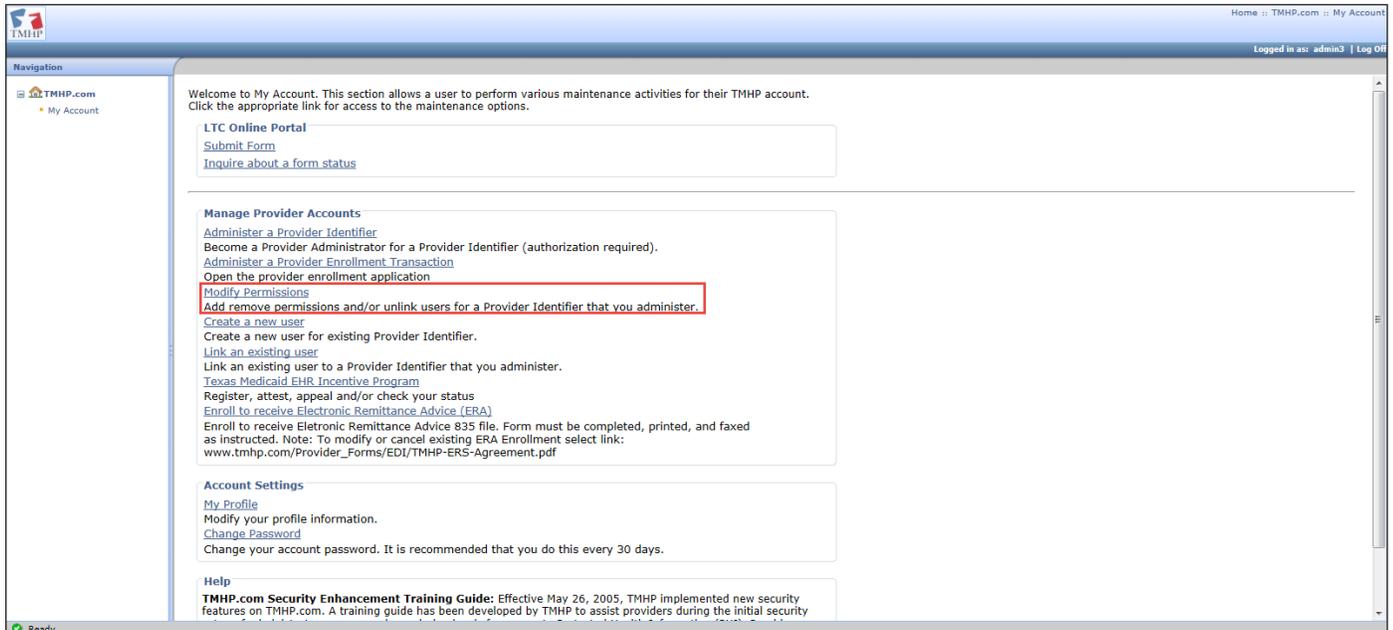
[redacted] has been linked to Vendor Number [redacted] and Provider Number [redacted].

[Click here to continue](#)

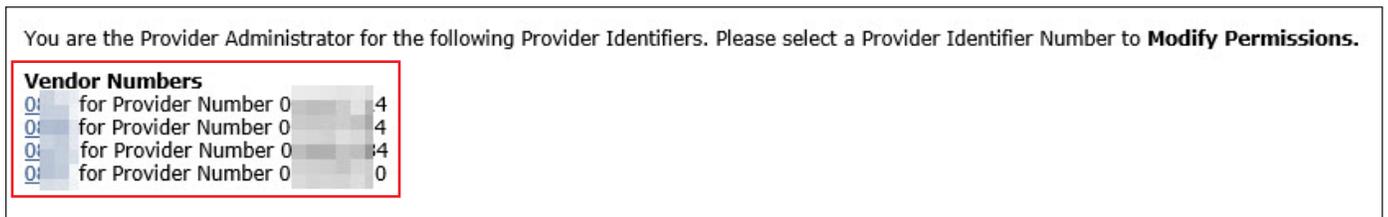
Modify Permissions of Existing User

If you are an admin user and need to modify permissions of an existing user of your organization, refer to the following instructions:

- 1) Log in as an admin user, and go to **My Account**.
- 2) Click **Modify Permissions**.



- 3) Click the vendor number for the user whose permissions need to be modified.



- 4) Follow Step 5 in the [“Create a User”](#) section to grant or remove permissions to the user for this provider number. Check or uncheck the boxes under the permissions as applicable, and then click **Update Permissions**.

Configure Permissions for:
Vendor Number [redacted] and Provider Number [redacted]

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 : [redacted]
Full Name : [redacted]
Business Phone: [redacted]
Email : [redacted]

Permission Management

User Account	Unlink <small>More Info</small>	3618 Submitter <small>More Info</small>	3618 Miscellaneous permission <small>More Info</small>	3619 Miscellaneous permission <small>More Info</small>	3619 Submitter <small>More Info</small>	3652 Submitter <small>More Info</small>	Provider Administrator <small>More Info</small>	MDS Miscellane permissi <small>More Info</small>
<p>User Name : [redacted] Full Name : [redacted] Business Phone: [redacted] Email : [redacted]</p>	Unlink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make Administrator	<input type="checkbox"/>

Update Permissions

- 5) Click **Confirm Changes**. The permissions of the user have been modified.

Please verify the following task and click **Confirm Changes** button.

Task List

Remove [redacted] permission from [redacted].

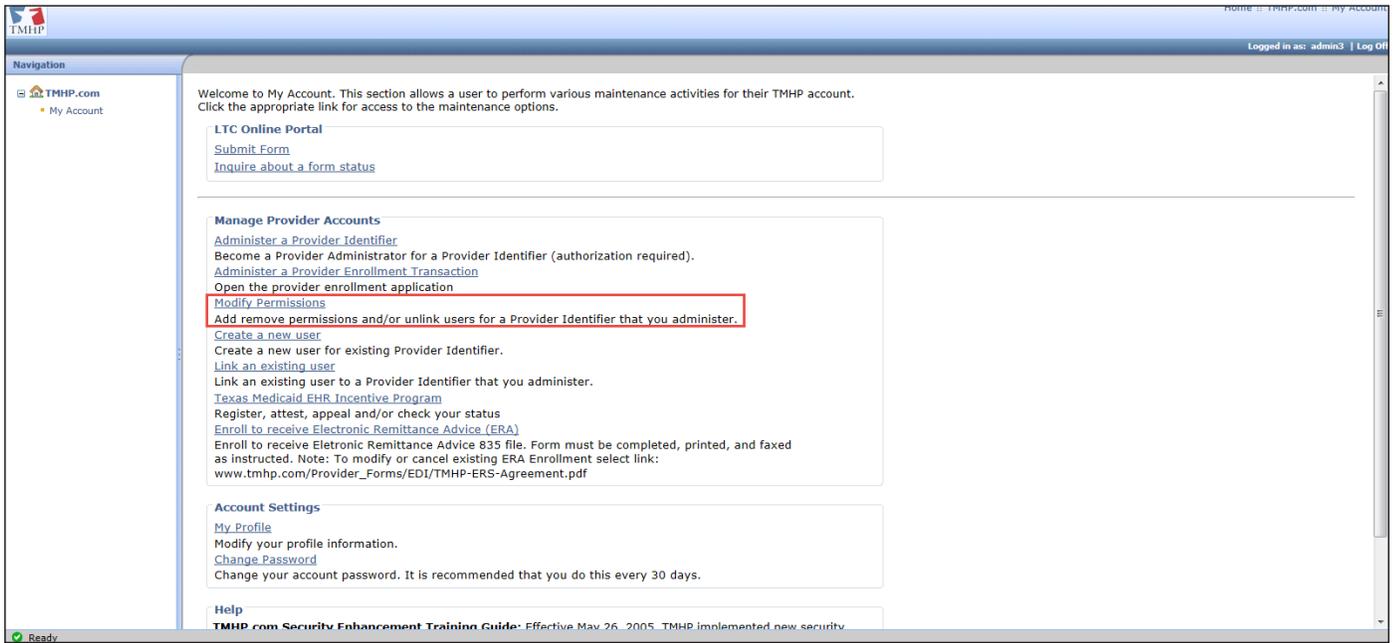
Confirm Changes

Add Administrative Users

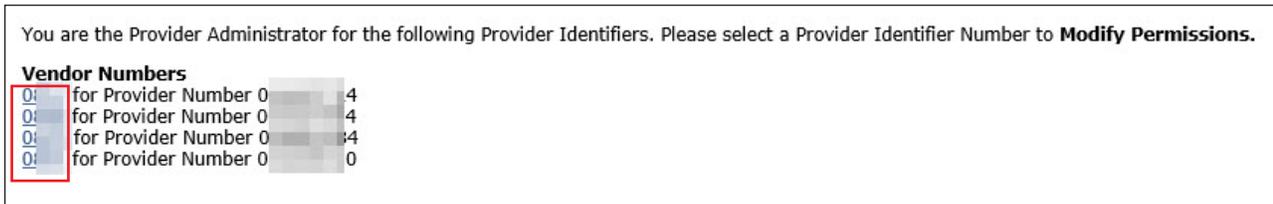
Multiple administrators are allowed for each provider number. The first administrator activated for an organization can add new web users to the organization, grant or remove permissions to those users, and grant or remove administrator rights for current users who are associated with the provider number. To make an existing user an additional administrator for the organization, the current administrator must click **Make Administrator** for the selected username. To remove administrator permissions for a user, click **Remove Administrator Rights** next to the selected username. Users whose administrator permissions are removed will retain the permissions of regular users for that provider number.

- 1) Log in as the admin user, and go to **My Account**.

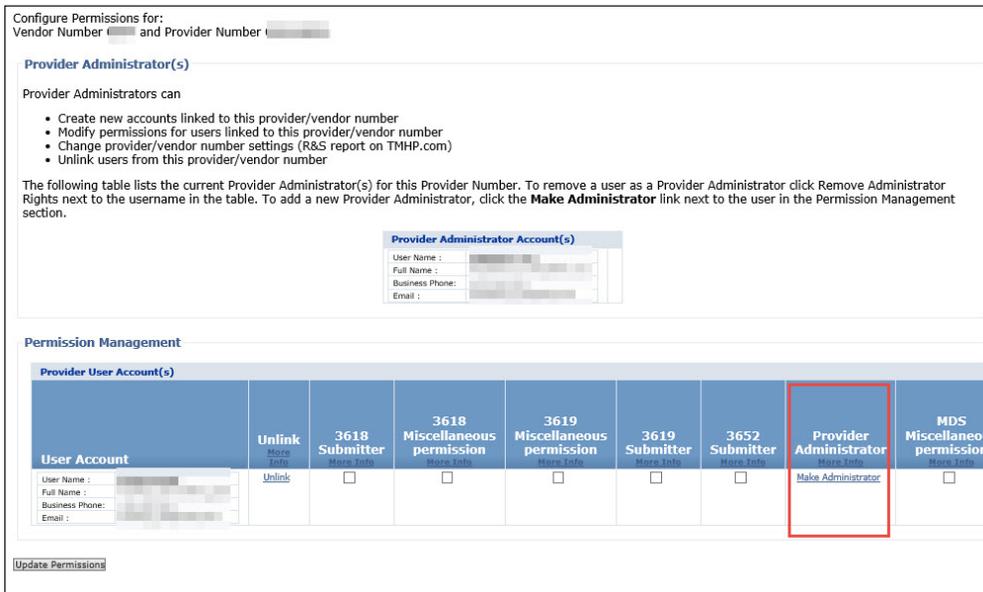
2) Click **Modify Permissions**.



3) Click the vendor number for the user whose permissions need to be modified.



4) Click on **Make Administrator** for the user whose permissions need to be modified. Click **Update Permissions** and **Confirm Changes** to accept the modification.



- 5) To remove administrator rights, click **Remove Administrator Rights** for the user whose permissions need to be modified. Then click **Update Permissions** and **Confirm Changes** to confirm the modification.

Configure Permissions for:
Vendor Number [redacted] and Provider Number [redacted]

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 : HC [redacted]_xt	
Full Name :	
Business Phone:	
Email :	
User Name : HC [redacted]_D	Remove Administrator Rights
Full Name :	
Business Phone:	
Email :	

Disassociate/Unlink Provider Number from a User

Disassociating a provider number from an existing user will remove the rights of that user to any clients that are currently associated to the provider number.

To remove a provider number association from a current user, an administrator of the organization can click **Unlink** next to the selected username. All associations between that user and the particular provider number that is being administered at the time will be removed.

Configure Permissions for:
Vendor Number [redacted] and Provider Number [redacted]

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 : H [redacted]_ct	
Full Name :	
Business Phone:	
Email :	

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
More Info	Unlink	More Info	More Info	More Info	More Info	More Info	More Info	More Info
User Name : [redacted]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make Administrator	<input type="checkbox"/>
Full Name : [redacted]								
Business Phone: [redacted]								
Email : [redacted]								

[Update Permissions](#)