



**Hewlett Packard
Enterprise**

RI Medicaid Healthcare Portal

Enrolling as a Trading Partner

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November, 2015

PR0052 V1.2 11.01.2015



What is the Healthcare Portal?

- The Healthcare Portal allows enrolled Trading Partners to exchange information electronically with RI Medicaid.
- Providers who wish to become a Trading Partner must first enroll as a RI Medicaid Provider, through the Healthcare Portal.
- To enroll as a Medicaid provider, select the Provider Enrollment link on the homepage of the Healthcare Portal:
<http://www.eohhs.ri.gov/ProvidersPartners/HealthcarePortal.aspx>
- If you are already enrolled as a Medicaid provider in RI, continue following the instructions in this guide.

Providers must first enroll as a RI Medicaid Provider through the Healthcare Portal.

Click on the Provider Enrollment link at
<http://www.eohhs.ri.gov/ProvidersPartners/HealthcarePortal.aspx>

Once enrolled, providers must enroll as a Trading Partner to exchange information electronically with RI Medicaid.

Instructions in this Guide

- This guide is for those who are ready to enroll as a Trading Partner.
- Enrollees need to complete the Trading Partner enrollment process to obtain a Trading Partner ID
- Trading Partners then use their Trading Partner ID to **register** to use the Portal.

Both Trading Partner Enrollment and Registration in the Healthcare Portal are required to exchange information electronically with RI Medicaid.

- This guide will instruct you through the Trading Partner Enrollment process.
- After successful completion, you will receive a Trading Partner ID.
- You will then need to register to use the Portal.

How to use this guide:

- Each page will walk you through the steps to enroll as a Trading Partner with RI Medicaid
- The top of the page will show what you will see on the screen, and highlight important parts
- The bottom of the page gives more detailed instructions
- Print a copy of this guide to have on hand as you enroll

Enrollees access the login page for the Healthcare Portal from the EOHHS website

<http://www.eohhs.ri.gov/ProvidersPartners/HealthcarePortal.aspx>

First: Enroll as a Trading Partner Here

Rhode Island Executive Office of Health and Human Services
Medicaid

Home Thursday, 10/08/2015 01:17 PM EST

Login

User ID
[]

Log In

Forgot User ID?
Reset Your Password?

Where do I enter my password?

Protect Your Privacy!
Always log off and close all of your browser windows

Would you like to enroll as a Provider?
[Provider Enrollment](#)

Would you like to enroll as a Trading Partner?
[Click here to enroll](#)

What can you do in the RI Medicaid Health Care Portal

Through this secure and easy to use internet portal:

- Healthcare providers and billing agents can enroll as a Trading Partner with RI Medicaid.
- Trading Partners can access eligibility, claim status, file exchange and other Interactive Web Services including the Electronic Health Record (EHR) Incentive Program - MAPIS - utilizing their Trading Partner ID as their User ID.

Provider Enrollment User Guide
Trading Partner Enrollment User Guide
Trading Partner Agreement

Website Requirements
Rhode Island Medicaid Providers

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Those wishing to enroll as a Trading Partner should access the Trading Partner enrollment area from the Welcome Page of the Healthcare Portal.

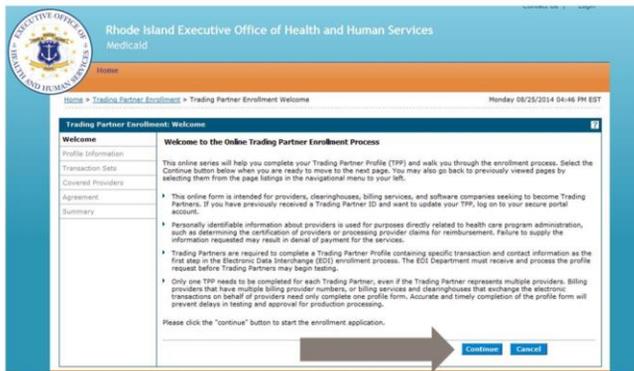
The arrow shows the link: Click here to enroll

Enrollment Application

The screenshot displays the website for the Rhode Island Executive Office of Health and Human Services, Medicaid. The header includes the state seal and the text "Rhode Island Executive Office of Health and Human Services Medicaid". Below the header, there is a navigation menu with "Home" and "Trading Partner Enrollment". The "Trading Partner Enrollment" page is active, showing a list of links: "Trading Partner Enrollment Application" and "Trading Partner Enrollment Status". A grey box on the left with an arrow points to the "Trading Partner Enrollment Application" link, with the text "Next click enrollment application". The Hewlett Packard Enterprise logo is visible in the bottom left corner.

- . You are brought to this screen, where you click **Trading Partner Enrollment Application**
- . You can see that this screen will also be used later to check on *status* of your application

Enrollment Process – Welcome Page



All Providers, clearing houses and billing agents are brought to the Trading Partner Enrollment Welcome Page.

After reviewing, click Continue.

Note: The left column is a Table of Contents which will allow you to navigate through your application. The section you are working on will be highlighted.

Trading Partner Enrollment: Profile Information

Welcome

Profile Information Complete the fields in each section and select the Continue button to move forward to the next page.

Transaction Sets The contact person will be contacted through the email address below to confirm the enrollment application. The contact person listed is also the person who can answer any questions regarding the information provided in this enrollment application and is the authorized Trading Partner representative.

Covered Providers

Agreement:

Summary

* Indicates a required field.

Initial Enrollment Information

*Trading Partner/Billing Agency Full Name

*FEIN (Tax ID)

NPI and Taxonomy must be entered for all healthcare providers. If NPI and Taxonomy have not been assigned, please provide your Medical Assistance Provider Number.

Identifier Type

Identifier

Taxonomy

For CNOM Program Providers Only
If you are currently working with an agency that provides CNOM (Cost Not Otherwise Match-able) program services, please indicate by checking the appropriate payer boxes below:

Office of Rehabilitation Services (ORS)

Department of Behavioral Healthcare, Developmental Disabilities & Hospitals (BHDDH)

Other

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On the Table of Contents you will see that you are now in the **Profile Information** section of the online application

Enrollees enter full name as you want to be registered and your tax ID (FEIN). The red asterisk indicates that these are both required fields.

In the next box, **Identifier Type**, you will select NPI from the drop down. If you are one of the few providers who do not qualify for an NPI, then select Medicaid ID. Billing entities do not complete this section.

For healthcare providers: The identifier should then be completed with your NPI or Medicaid ID (only if no NPI).

If you have an NPI and enter a Medicaid ID, you will get an error message.

Taxonomy is optional

For CNOM providers – read additional instructions on screen

Enrollment Contact Information

Enrollment Contact Information

This information will help us contact you during enrollment processing.

*First Name

*Last Name

*Address

*City

*State

*Zip Code

*Contact Email

*Confirm Contact Email

Contact Phone Ext.

Specify Software: Provider Electronic Services
 Other
 Vendor

Method of Transmission

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- . Now enter contact information.
- . Also you will need to select whether or not you will use Provider Electronic Solutions billing software, provided through Hewlett Packard Enterprise.
- . If not, select “other”.
- . Method of transmission – for exchanging electronically, you should enter “Web”

EDI Contact Information

EDI Information

Please list the name, phone number, and email address of the person authorized to resolve problems regarding electronic transmissions.

*EDI Contact Name

EDI Contact Phone Ext

*EDI Contact Email

*Confirm EDI Contact Email

- . In this area, enter the EDI contact information
- . Click continue
- . If anything is not completed correctly, you will get an error message telling you what to correct

Covered Providers

Home > Trading Partner Enrollment > Trading Partner Enrollment Covered Providers Thursday 03/20/2014 04:44PM CDT

Trading Partner Enrollment: Covered Providers

Use the entry boxes below to add a new covered provider. Once the **Save** button is selected the provider is added to the list. Use the **Remove** action to delete the provider from the list. Click the **Expand** or **Collapse** button to expand or collapse the table row.

If you need to make changes to a Covered Provider on the list, select the **+** icon to expand the row. Make updates and then select **Save**.

* Indicates a required field
Click **+** to add or view/edit a row. Click **-** to collapse the row. Click **Remove** link to remove the entire row.

Provider ID	ID Type	Taxonomy	Effective Date	End Date	Action
2079561924	NPI		03/20/2014	12/31/2082	Remove

Click to collapse

* Provider ID Type * Provider ID Taxonomy
* FIRM (Tax ID) Effective Date 03/20/2014 End Date 12/31/2082

X12 Transactions: Check each transaction that you will be exchanging on behalf of the provider entered above.

Select All | Deselect All

277 Healthcare Unadvised Claim Status Response
 834 Healthcare Benefit Enrollment (Health Plans only)
 835 Healthcare Renittance Advice

Add **Reset**

Continue **Cancel**

This is where you add a covered provider

Notice in the Table of Contents that you are now in the Covered Provider section.

Covered providers are those providers who are part of your office, facility, or group for whom you may bill or check claims.

At least one provider must be listed here. Either the provider was added on the Enrollment Information screen, and is prepopulated here, or a provider needs to be added here. Without any providers listed under covered providers, your application will not be approved, and you will not be able to register.

Use this screen to add all covered providers, entering provider ID type, ID number (in most cases NPI) and taxonomy

Providers must be added **one at a time**

Indicate the transactions that you will exchange on behalf of that covered provider.

The effective date will be filled in with the day you are adding them. The end date will default to a default date.

Then click **Continue** or **Add** to add another covered provider

Trading Partner Agreement

02/14 04:46PM CST

Trading Partner Enrollment: Agreement

Please review the following Trading Partner Enrollment (TPE) Agreement.

Trading Partner Agreement

Electronic Signature Agreement:

You will be submitting the Trading Partner Enrollment application electronically. Therefore your signature on this application will be electronic. By submitting this application electronically, you acknowledge that your electronic signature is binding to the same extent as your written signature.

I accept I understand that my electronic signature is equivalent to my written signature.

Your Signature (Entering your name in the box to the left will constitute your electronic signature)

Signed Date: 02/17/09

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You must click on this link to read, before you can accept

You may then check the box, sign by typing name and title

- Once that section is completed, you are brought to the Trading Partner Agreement
- Click on the link for the agreement to read it.
- After the TP Agreement PDF is reviewed, the “I accept” box will be enabled (second arrow). It will be disabled until the TP agreement hyperlink is clicked.
- Click “I accept” to enroll
- Then enter your name and title. This is an electronic signature and is considered binding.
- Click submit

Home > Trading Partner Enrollment > Trading Partner Enrollment Summary Thursday 03/02/16 04:48PM CST [Print Preview]

Summary Page

Trading Partner Enrollment Summary

This is a read-only page. The last step in review and necessary corrections to previous pages are required before you can print a copy and then select the Confirm Submission when ready. You may drag and drop the Confirmation when needed.

Profile Information

Provider's Full Name: Trade Partner Name
 FEIN (or EIN): 123456789
 Identifier Type: NP
 Identifier: 123456789
 Taxonomy: 2079001001
 CDM: Office of Reimbursement Services (ORS) Department of Mental Health, Rehabilitation and Hospitals Other

Enrollment Contact Information

First Name: John
 Last Name: Smith
 Address: 12345 Main Street Blvd
 Suite 123, City, State
 ZIP Code: 98765
 City: 98765
 State: WA
 Contact E-mail: john.smith@email.com
 Contact Phone: 800-555-5555
 Specialty: Provider (Business Address) Other
 Method of Transaction: X12010 - HP Enterprise Services, LLC

EDI Information

EDI Contact Name: Mary Jones
 EDI Contact E-mail: mary.jones@email.com
 EDI Contact Phone: 555-555-5555

Transaction Info

270: 271: Healthcare Eligibility Request Inquiry / Response
 NDC Linkage
 Address ID N: Medicaid-DRG Incentive Payment Application

Consent Providers

Name	Provider ID	ID Type	Termination	Effective Date	End Date
John Smith MD	123456789	NP	Active	01/01/2015	12/31/2016
John Smith MD	123456789	NP	Active	01/01/2015	12/31/2016

Instructions for Summary Page

If changes are required when viewing the summary page, please select the appropriate link in the Table of Contents pane, navigate back to that page, and make changes.
 Once the terms and conditions are accepted on the Agreement page, the contents of this page must be accepted by selecting **Confirm** below.
 Please print a copy of this summary, for your records.

Instructions

[Confirm] [Cancel]

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The last section identified in the Table Of Contents is the Summary Page.

Enrollees use this page to review all information before final submission (shown here in two halves to fit on the slide)

In the last box, you are given instructions for making edits, and instructed to print a copy for your records.

To make changes or corrections, select the section needing edits from the table of contents,, and you are brought to that screen

When all information is correct, hit confirm.

Trading Partner Enrollment Confirmation

Home > Trading Partner Enrollment > Trading Partner Enrollment Confirmation Thursday 4/3/2014 5:44PM CST

Trading Partner Enrollment: Confirmation

Your Trading Partner Profile (TFP) application has been submitted.
You have been assigned the following tracking number: (254578)

Please retain the tracking number for your records. The tracking number will be used as the key for tracking the status of the application.
A confirmation e-mail has also been sent to the contact person's e-mail provided on the enrollment application: Kevin.Johnson@mail.com

What happens next?

- After reviewing your Trading Partner Profile and enrollment application, an e-mail with confirmation of approval will be sent.
- If you are not already registered on the portal a new Trading Partner registration and log-on information e-mail will be sent. For new Trading Partners, once registered and logged on as a Trading Partner, you can designate a representative to access account information. These representatives are called delegates.
- You may check your TFP status by logging on to the public Welcome page, selecting the link for Trading Partner under Enrollment, and then selecting Enrollment Status.

EXIT

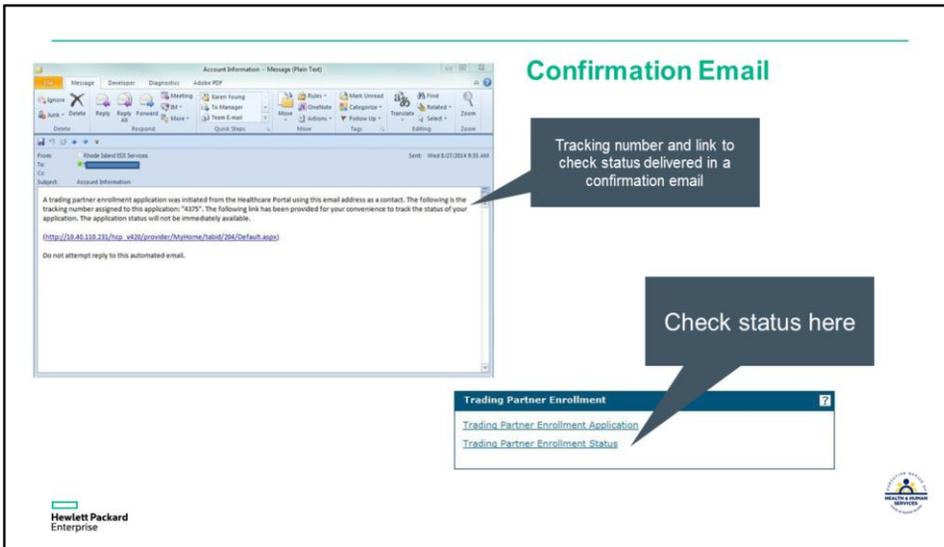
Tracking Number
found here

Instructions

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- . This screen is the confirmation that the application was submitted.
- . It also lists your **application tracking number** and instructions to check status.
- . A confirmation email is also sent to the contact person on the application.



- This email is sent to the contact person on the application and contains the tracking number for the application.
- Notification is also sent to the HPE EDI coordinator to validate that your application is complete.
- To check your application status, you can go back to the Welcome page
- Click on enrollment and from the menu that will appear (see above) click Enrollment Status.

Tracking Enrollment Status

Trading Partner Enrollment Status

Enter your assigned Tracking Number and Tax ID to verify the current status of your enrollment application. For any further queries, please contact the Medical Assistance Customer Service Help Desk Monday-Friday from 8:00 AM to 5:00 PM. The local and long-distance number is (401) 784-8100 and the in-state toll call and border community number is 1-800-964-6211.

* Indicates a required field.

*Tracking Number *FEIN (Tax ID)

Tracking Number is a required field.

Enter your tracking number and Tax ID to check status, then click search

Enrollment Status

Home > Trading Partner Enrollment > Trading Partner Enrollment Status

Trading Partner Enrollment Status

Enter your assigned tracking number and Tax ID to verify the current status of your enrollment application. For any further queries, please contact the Medical Assistance Customer Service Help Desk Monday-Friday from 8:00 AM to 5:00 PM. The local and longdistance number is (407) 784-8100 and the outside toll-free and toll-free community number is 1-800-468-0211.

* Indicates a required field

* Tracking Number: * FEIN (Tax ID):

Trading Partner Enrollment Summary

Below is the status of your enrollment application. For any further questions, please contact Trading Partner enrollment at (407) 784-8100.

Tracking Number:	ADC239514239404
Date Submitted:	05/05/2013
Status:	Pending
Status Date:	05/15/2013
Reason:	Need to add a covered provider.
Notes:	Please update your application and resubmit using the supplied link.

[Revise Enrollment Application](#)

This is a sample status. It shows the tracking number, date submitted, status and the reason. It also gives instructions and a link to revise the application.

Link to revise application

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- This is **an example** of what might be returned when checking application status
- It shows date submitted, the status, and what might be holding up the application and instructions to revise and resubmit the application.

Application Approval

- When your application is approved, a system generated email will be sent to the contact person notifying them of the approval.
- The email will provide the new Trading Partner account holder with a link and instructions to register on the Healthcare Provider Portal.
- A second, encrypted email containing the TP ID will be sent as well. Be sure to keep this email.



- Enrollment confirmation is sent to the contact person on your enrollment application.
- Your new Trading Partner ID will be sent in a separate secure email.
- If necessary, denial information will also be sent by email to the application contact person.

Click here to begin the registration process

All enrolled Trading Partners must then **REGISTER TO USE THE PORTAL.**

You will need your new Trading Partner number to register.

Return to the Welcome Page of the Healthcare Portal to begin.

For instructions – visit

<http://www.eohhs.ri.gov/ProvidersPartners/HealthcarePortal.aspx>

Click on the **Registering to use the Healthcare Portal guide**

Questions?



For questions, contact the
Customer Service Help Desk
Available Monday – Friday 8:00 AM – 5:00 PM
(401) 784-8100
For local and long distance calls
(800) 964-6211
For in-state toll calls

