

INTRODUCTION

This document provides valuable tips for registered Provider Web Portal users to request roles in the Preadmission Screening and Resident Review (PASRR) portal and for PASRR portal administrators to approve roles and remove users.

REQUESTING A ROLE WITHIN AN ORGANIZATION:

Please follow the instructions below to request a role within your particular organization:

- 1) Log into NV PASRR Application at https://pasrr.medicaid.nv.gov/wps/portal/usp
 - a. (*Note*: you need to be a registered user within the Provider Web Portal in order to successfully log in to the PASRR application.)

/elcome	
Log Into Nevada PASRR Screening Tool:	Notice to User:
User ID: Password:	The Web Portal contains information which is intended only for the use of the individual or entity associated with the Nevada PASRR Screening Too Any unintended user is hereby notified that the information is privileged, trade secret and confidential, and any disclosure, reproduction or use of this information is prohibited.
Note: After some period of inactivity, the system will log you out automatically and ask you to log in again.	The information collected in the Nevada PASRR Screening Tool is considered to be confidential personal health information. This data is considered sensitive and all necessary protections will be employed to keep the data secure and confidential. All screening organizations and respective employees are expected to uphold Nevada Division Of
	Health Care Financing and Policy (DHCFP) HIPAA guidelines and their own Agency HIPAA policies. Any breach in confidentiality needs to be reported to your respective organization HIPAA official. Please go to NV DHCFP for more details.

2) Go to "My Profile" (located beneath the Welcome tab).





3) Scroll down the page to the "Add New Association" section.

Profile	.og an Issue						
View/Upd	ate My Informatio	n for Logged In User (User Name)					
> User Inf	ormation) Current Or	ganizatio	Association	s And Roles	
Name:		Login Name:	SI.# ORC	Role		Status	Action
			1	Adm	in	SAVED	
Telephone Nu	mber:	Email Address:					
Medicaid Prov	ider Number:	NPI:					
				Click her	e to cancel all	PENDING change	es
> Credenti	als:		Add	New Asso	ciation (Step	1)	
Credential:	SW (Social Worker	r) 💌	Enter Organiza	tion Name	Actions		
Comment:					Get ORC code	•	
All administ	rators and screene	ers are required to enter their	Enter ORC Code	()			
credentials.					Get Roles	Cancel	
If applicable	e enter credential	number in comment field.	You must regi	ster yours	elf under at	least one or	anization. 1
Alerts: *	1		add an associ 1. Enter the C		ion Name a	nd click on th	ne Get ORC
Described French	alerts: Yes () No	0	Link				
			2. Enter the C	rganizatio	n Registrat	ion Code an	d click on th
		you are accepting to receive email eening Tool Helpdesk	Get Roles Lin	k.			
							the role you

4) Type your Organization Name in the "Enter Organization Name" textbox.

Add New Ass	ociation (Step 1)	
Enter Organization Name	Actions	1000
Ren	Get ORC code	
Enter ORC Code		
	Get Roles	Cancel

5) Click on "Get ORC Code" link.

Add New Asso	ociation (Step 1)
Enter Organization Name	Actions	
Ren	Get ORC code	-
Enter ORC Code		
	Get Roles	Cancel



6) Click the "Select" button next to the organization name.

Ad	d New Associa	tion (Step 1)				
Enter Organiza	tion Name A	ctions				
Ren	G	et ORC code				
Organization S	Search Results					Close
# Actions Or	g Name	Address	ORC	Phone	Fax	
Y 1 select Me	nown Regional dical (Dept-Case inagement)	1155 Mill Street Reno, NV 89502	################			
2 select Ho	nown Rehab spital (Dept-Case nagement)	1495 Mill Street Reno, NV 89502	#######################################			
2 3 select Me	nown South adows (Dept-Cas inagement)	e Blvd. Reno, NV 89521	#######################################			
4 select Ch	nrise Hospital & ildren Hospital ept-Case inagement)	3186 South Maryland Parkway Las Vegas, NV 89109	****			

- 7) The ORC code will populate into the text box "Enter ORC Code" below as shown.
 - a. (*NOTE:* If you have been provided with your ORC code by the Administrator, you can skip steps 4-5 and just enter the ORC into the "ENTER ORC CODE" box.

Add New Assoc	iation (Step 1)	
Enter Organization Name	Actions	
Renown Regional Medical (De	Get ORC code	
Enter ORC Code		
##############¶	Get Roles	Cancel

8) Click on the "Get Roles" link. (If you are taken to the top of the page; you will need to scroll down again.)

Add New As	ociation (Step 1)
Enter Organization Name	Actions
Name¶	Get ORC code
Enter ORC Code	
	Get Roles Cancel
1. Enter the Organizati OR	elf under at least one organization. To add an association: n Name and click on the Get ORC code Link n Registration Code and click on the Get Roles Link.
After you select this lin dropdown list on step 2	, you will need to select the role you are registering for from th



9) Click on the drop-down arrow under the "Select Role" link and highlight your desired role.a. Note: If you wish to submit a PASRR request, you will need the "Screener" role.

	Add New As	sociation (Step 2)
ORC Code	Select Role	Actions
1. Select the ap	Screener C	Add New Association Cancel
2. You may can	cel the add new a	ssociation by clicking on the Cancel link.
After you an changes.	e finished, select	the Submit Change button below to save your

- 10) Click on the "Add New Association" link.
 - a. You will be taken to the top of the page; you will need to scroll down again.

		Add New As	sociation (Step 2)	
ORC C	ode	Select Role	Actions	
####	########	Screener 💙	Add New Association	Cancel
1.			n the drop down list above a association will be added to	
2.	You may can	cel the add new a	ssociation by clicking on the	Cancel link.
з.	After you an changes.	e finished, select	the Submit Change button b	elow to save your



- 11) Make sure you have supplied us with your credentials and that all of the information under "User Information" is accurate and complete (i.e., email address, telephone number, etc.).
 - a. *Note*: Medicaid Provider Number and NPI are optional for your profile as the registered organization already has this information).

Welcome			
My Profile Lo	g an Issue		
> View/Updat	te My Informatio	on for Logged In User (abramsje)
🕑 User Infor	mation		🕟 Cu
Name:		Login Name:	SI.# 0
Name		Login-Name Email Address:	1 H
Telephone Num	bers		2 H
999-999-9999		Email·Address	
Medicaid Provid	er Number:	NPI:	3 н
			4 H
Credential	5:		5 H
Credential:	SW (Social Works	er)	6 H
Comment:			7 H
All administra credentials.	tors and screen	ers are required to enter their	8 H
If applicable	enter credential	number in comment field.	

12) Click on the "Submit Change" button on the lower left-hand corner.

~			Moalin				
0	nformation					ations And Roles	
Names		Login Name		SL# ORC	Rele	Status	Action
Last, First		Login Name		1 #####################################	Help Desk	SAVED	Delete Arrociatio
Telephone No	mberi	Email Adde	6551	2 #####################################	Nurse Admins	SAVED	Delete Associatio
999-999-99	199	Email Addre	ess com	» ####################################	Usp Administrati	ors SAVED	Delete Associatio
Medicaid Prov	rider Numbers	NPI:		• ••••••••	Admin	SAVED	
				5 <i></i>	Screener	SAVED	Delete Associatio
the water infor	mation is incomect, pla	ass undate in NCID.	then did here to sync	« <i>пипининии</i>	Tracker	SAVED	Delete Associatio
information	into MUST.				Click here to	cancel all PENDING change	44
> Creder	stials:			Add New	Association (St	tep 1)	
Credential:	Other (Specify in Com	ment)	~	Enter Organization	Name Actions	2	
Comments	Business Analyst			1	Get ORC of	ode	
-	trators and screeners ar			Enter ORC Code			
	e enter credential numb				Get.Roles	Cancel	
> Screer	ning Referrals: *			1. Enter the Organ QB	ization Name and	east one organization. To dick on the Get ORE cod	e Link
Yes, I would	like to receive screening r	eferrals.		2. Enter the Organ	ization Registratio	n Code and click on the I	Get Roles Link
By checkin	g the box above, you w	ill be notified by or	tion wear a referral is mad	e to After you select the dropdown list on st		d to select the role you a	ire registering for from



Once approved you will receive an email confirming your role was granted.

APPROVING ROLES (FOR PASRR ADMINISTRATORS):

After you have logged in to the PASRR application:

1) Click on your Admin tab.

Home > Welco	me >			\frown					
Welcome	Screening	Tracking	Applicant Lookup	Admin	Notifications				
My Profile Log an Issue									
Your last login	date: Tuesday,		elcome to the Portal, J 2011 11:02 AM, PST	Name-(us	er·name)¶				

2) Choose "Show Users for *Name of Organization*" for Organization Profile.



Velcome	Tracking	Admin	Notifi	cations	Applic	ant Lookup	Provider L	ink			
Current User	■ Name			Org Na	me: PreP	rod Screening	Organization	ORCI	"""""""""""""""""""""""""""""""""""""""	Org Roles: Admir	5
Organiz	ation Profile	>								100 Mar 100	
Organiz	ation Profil	e [sh	ow Users	For PrePr	od Screening	Organization				
🕑 Pr	eProd Scre	ening Or	ganiza	tion - re	gistere	d on 2009	-01-26				
Organiza	Organization Name:			Organization's ORC:			Department/Site:		Medicaid P	ovider Number:	
PreProc	d Screening Or	ganization	пппппп								
NPII	NPI			Telephone Number (999-999-9999):			Fax Number (999-999-9999):		Organization's Web Site:		
			1			r :					
> Ma	iling Addre	ss									
Address	line1:			Address li	ne2:						
1]				
City:			States	ter al la	1000	nty:					

- 3) Choose the User ID of the person who you will administer.
 - a. *Note:* All IDs that require role approval will appear toward the bottom of the list of users.

/elcome	Tracking	Admin	Notificati	ons Applicant	Lookup P	Provider Link
urrent User:	Name		c	Org Name: PreProd	Screening Org	anization - ORC:####################################
Organiza	ation Profile >	Org	anization Us	ers >		
Users of	f (PreProd S	creeni	ing Organiz	ation)		
User ID		i	Middle Initial	User Login Name	Role/Status	
621				preprod admin	Admin	Remove User
617				pprod_admin	Admin	Remove User
623				preprod tracker	Tracker	Remove User
608				preprod screener	Screener Tracker	Remove User
613				pp screener	No Roles!	Remove User



4) Click on "Approve" to provide the user with the requested role or "reject" to reject their request.

Launch > Home > Admin	13					? Log Ou
Welcome Tracking Ad	Imin Notifications Applicant I	Lookup Provide	r Link			
Current User: abramson, Jenny	(pprod_admin) Org Name: PreProd S	icreening Organizati	on - ORC:PR104	1067939 Org Roles: A	Admin	
Organization Profile >	Organization Users > Edit Use	r>				
Edit User from (PrePro	od Screening Organization)	Edit User	Roles			
➢ Name¶		Role	Status	Action		
Namet	Login Name:	Admin	Inactive	Activate		
Telephone Numbers	Email Address:			Approve		
Medicaid Provider Numbers	NPII	Screener	Pending	1	OR	
Login Name:	pp_screener			Reject 🔶		
Credentials				Approve		
Credential: SW (Social W	orker) 💌	Tracker	Pending			
Submit Changes		Tracker	Pending	Reject		
			action to Approv ate a role for th	e a role, Activate a rol is user	le.	

When completed, the applicant who made the request will get an email advising them that you have either approved or rejected their request.



REMOVING USERS (FOR PASRR ADMINISTRATORS):

When a user is no longer associated to a particular organization, it is imperative that the user be removed from the system. In order to remove a user, please follow the instructions below.

Note: The following actions will completely remove a user from the PASRR application.

Please do not use these instructions to remove a role.

- 1) To remove a user, again you will need to go to the Organization Profile under the Admin tab.
- 2) Click on "Show Users for Name of Organization"

/elcome	Tracking	Admin	Notifi	cations	Applicant Lo	okup	Provider Link		
rrent User:	Name			Org Na	me: PreProd Sci	reening	Organization - ORC: X	00000000000 Org Roles: Admin	
Organiza	ation Profile	>							
Organiza	ation Profi	e 🛄	Sh	ow Users	For PreProd Scr	eening (organization		
> Pre	eProd Scre	ening Or	ganiza	tion - re	egistered on	2009-	01-26		
Organization Name: Org			Organiz	ation's Of	RC:	Department/Site:		Medicaid Provider Numbers	
PreProd Screening Organization ####			#####						
				lephone Number 99-999-9999):			mber 99-9999):	Organization's Web Site:	
			E			ſ			
> Mai	ling Addre	s s							
Address	line1:			Address I	ine21				
5									
City:			tates	Zip: County:					
-				-			~		

3) On the list of users, you will click on "remove user" to remove the user completely from the organization.

Launch > Home > Admin >								
Velcome	Trackin	g Admir	n Notificati	ons Applicant	Lookup I	Provider Link		
urrent Uso	Name		_ 1) (Org Name: PreProd	Screening Or	ganization - OR(C:P XXXXXXXXXXXXX Org Roles: Admin	
Organia	zation Prof	ile > Org	anization Us	ers >				
Users	of (PrePro	od Screen	ing Organiz	ation)				
User ID	LastName	First Name	Middle Initial	User Login Name	Role/Status			
621				preprod admin	Admin	Remove U	Iser	
617				pprod_admin	Admin	Remove U	lser	
623				preprod tracker	Tracker	Remove U	lser	
608				preprod screener	Screener Tracker	Remove U	lser [hŋ	