



Provider Bulletin

October 7, 2011

In this issue:

» Training schedule & registration information

New Email:

» NevadaProviderTraining@hp.com

Provider Training - November 2011

In November, Hewlett Packard Enterprise Services (HPES) will begin provider training on the new HPES tools such as the Provider Portal.

What is new?

HPES will be conducting training workshops in November for providers and their representatives to demonstrate how the new HPES tools function including how to enroll to use the new Provider Portal. This bulletin provides instructions on how you can register for these training workshops.

How to register?

Providers may register in one of the following ways for the workshops:

- Email the training registration information, based on the form attached to this newsletter, to: NevadaProviderTraining@hp.com
- Complete the training registration form attached to this newsletter and fax it to: 1-775-624-5979

Registration forms will be taken until two weeks prior to the training workshop in each location. You are encouraged to register early. If a requested date and time is already filled, HPES will contact you to offer alternate dates.

If you are unable to attend a session in your area, please contact the HPES training team at the email above and HPES will assist in looking for options that will work best to ensure the information is available. Please note that virtual training will be offered on three days: November 11, 14, and 18. Virtual training may be an option for providers unable to attend or send a representative. To attend virtual training, a telephone line and internet connection will be required.

Training Workshops

Each workshop will present the same content. Morning and afternoon sessions will be available and on multiple days in each location. This allows flexibility for staff to attend during convenient times for the provider's office.

Below please find the schedules for the November training workshops where you can learn all about your new and exciting provider tools.

Training Schedule 2011 – Elko

Date	Training	Location
November 1 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 3650 East Idaho Street Elko, Nevada, USA, 89801 1-775-777-1200
November 1 1:30 PM – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 3650 East Idaho Street Elko, Nevada, USA, 89801 1-775-777-1200
November 2 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 3650 East Idaho Street Elko, Nevada, USA, 89801 1-775-777-1200
November 2 1:30 PM – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 3650 East Idaho Street Elko, Nevada, USA, 89801 1-775-777-1200

Training Schedule 2011 – Reno

Date	Training	Location
November 8 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700
November 8 1:30 PM – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700
November 9 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700
November 9 1:30 PM – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700
November 10 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700
November 10 1:30 PM – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Hilton Garden Inn 9920 Double R Boulevard Reno, Nevada, USA, 89521 1-775-850-9700

Training Schedule 2011 – Las Vegas

Date	Training	Location
November 15 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101
November 15 1:30 – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101
November 16 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101
November 16 1:30 – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101
November 17 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101
November 17 1:30 – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Grant Sawyer Building 555 E. Washington Ave. Las Vegas, NV 89101

Virtual Training Schedule 2011

November 11 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Virtual Room (call 877-675-4345; Passcode 380 544 9482#, and use internet to watch presentation online)
November 14 1:30 – 5:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Virtual Room (call 877-675-4345; Passcode 380 544 9482#, and use internet to watch presentation online)
November 18 8:30 AM – 12:00 PM	Introduction to HP, DHCFP Provider Portal registration & training, TPL, PASRR, Prior Authorization	Virtual Room (call 877-675-4345; Passcode 380 544 9482#, and use internet to watch presentation online)

Training Schedule (Calendar View)

A calendar view of the training schedule is provided below.

~ November 2011 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Provider Training – Elko (Hilton Garden Inn)	2 Provider Training – Elko (Hilton Garden Inn)	3	4	5
6	7	8 Provider Training – Reno (Hilton Garden Inn)	9 Provider Training – Reno (Hilton Garden Inn)	10 Provider Training – Reno (Hilton Garden Inn)	11 Virtual Provider Training 8:30 - 12:00	12
13	14 Virtual Provider Training 1:30 – 5:00	15 Provider Training – Las Vegas (Grant Sawyer Building)	16 Provider Training – Las Vegas (Grant Sawyer Building)	17 Provider Training – Las Vegas (Grant Sawyer Building)	18 Virtual Provider Training 8:30 - 12:00	19
20	21	22	23	24	25	26
27	28	29	30	Notes:		

Registration Form

Provider Training Workshop Registration

HPES Seminars for Providers of Nevada Medicaid & Nevada Check Up

To register, email the completed form to NevadaProviderTraining@hp.com; or fax the form to 775-624-5979. HPES will provide registrants with confirmation after the registration is processed. To cancel your registration, or for any questions regarding training, please call HPES at (775) 882-0050, extension 0. Please ask for a training representative to assist you.

Organization Name: <input style="width: 90%;" type="text"/>		Organization NPI/API: <input style="width: 90%;" type="text"/>	
Contact Name: <input style="width: 90%;" type="text"/>		Email: <input style="width: 90%;" type="text"/>	
Contact Phone: <input style="width: 90%;" type="text"/>		Fax: <input style="width: 90%;" type="text"/>	

Registant name	Professional title	Registant NPI/API	Provider type
1	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
3	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
4	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Reno workshop

November 08: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

November 09: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

November 10: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

Las Vegas workshop

November 15: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

November 16: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

November 17: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

Elko workshop

November 1: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

November 2: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m. ☐ 1:30 p.m.—5:00p.m.

Virtual room workshop (optional)*

November 11: Seminars

Provider Portal, Prior Authorization, & PASRR Training

☐ 8:30 a.m. - 12:00 p.m.

November 14: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 1:30 p.m.—5:00p.m.

November 18: Seminars

Provider Portal, Prior Authorization & PASRR Training

☐ 8:30 a.m. - 12:00 p.m.