



Nevada Medicaid and Nevada Check Up User Administration Console (UAC) Information Sheet

Introduction

The User Administration Console (UAC) is the free, web-based registration and user management tool for providers who use Magellan Medicaid Administration, Inc.'s web-based products: the FirstHCM/Online Prior Authorization System (OPAS), Electronic Verification System (EVS) and Pharmacy Web PA. The provider group selects a staff member to be their Delegated Administrator, who will be responsible for maintaining the organization's user base, i.e., requesting access, assigning/removing user access and passwords, etc.

Delegated Administrator's Roles And Responsibilities

Initial:

1. Request User ID and PIN access to web-based applications on behalf of the organization.
 - 1.1. Request PIN in the name of the Organization ID. (**This is your group/billing NPI.**)
 - 1.2. Await the PIN letter via USPS delivery.
2. Register PIN (using the same radial button as Request PIN).
3. Set up user accounts.
 - 3.1. Assign User ID and password to each user.
 - 3.2. Assign roles to users by application/role/organization.

Maintenance:

1. Manage the organization's user community.
 - 1.1. Reset passwords.
 - 1.2. Update, add and discard (remove from local database) user accounts.
 - 1.3. Acquire users (select User IDs from Magellan Medicaid Administration's database, not add new user).
 - 1.4. Remove organizations.

UAC Rules:

1. Each Delegated Administrator shall have only one User ID.
2. Delegated Administration shall be conducted by an organization staff member.
3. Each application user shall have a unique User ID and password.
 - 3.1. This rule protects health information and maintains HIPAA compliance.

How To Request Access As A Delegated Administrator

1. Request a User ID and PIN through UAC. At <http://nevada.fhsc.com> select "User Administration" from the top left corner of the webpage. Click the radial button for: "I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator," then click [**Continue**].

2. Click on the Request PIN tab. Enter your name and phone number, then click the [**Continue**] button.
3. On the next screen under the Request PIN tab, select an Organization Type (Org Type), a State, and an Organization ID Type (Org ID Type), enter the Organization ID (Org ID) and click [**Validate Org ID**]. Continue entering and validating as many Organization IDs as necessary, then click the [**Submit**] button. Registering with the Organization ID ensures HIPAA compliance. A letter with a PIN will be sent to each of the Organizations you submitted. **Please note which Org ID Type is used for the PIN request.** You will need to use the same Org ID Type and Org ID when you complete the process by registering with your PIN.
 - **Please note: Organization/Org ID is your group/billing NPI.**
 - **Register the group/billing NPI when requesting access to FirstHCM/OPAS. The User ID and PIN must be linked to the group/billing NPI.**
4. When the PIN letter is received, return to the UAC application, and from the “Who Are You?” screen, select the third option again: “I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator” and click [**Continue**].
5. Select the Register w/PIN tab, enter the required information, and then click the [**Continue**] button.
6. Select an Organization Type (Org Type), a State, and an Organization ID Type (Org ID Type), enter the Organization ID (Org ID) and PIN, then click [**Validate Org ID**]. Continue entering and validating as many Organization IDs and PINs as necessary, then click the [**Submit**] button.
7. An email containing an activation link will be sent to the email address entered in step 5. After you click on the activation link, a confirmation screen will appear in your browser window.
8. The confirmation screen will also contain a link that will direct you to the full-featured UAC application. Here you will be able to set up local administrators and/or users, as well as assign roles and providers to them. You will also need to assign your own access privileges to the Magellan Medicaid Administration business application(s) available to you as a result of your registration.

How To Assign Your Own Access Privileges

1. Log in to UAC.
2. After logging in, click on your User ID in the upper-right corner of the screen.
3. On the second-level row of tabs, click on the **Roles** tab.
4. Select the appropriate application from the drop-down list and, if applicable, select a provider (organization) from the Organization ID drop-down list. Click [**Get Roles**].
5. Click the checkbox next to the appropriate Role.
6. Click the [**Save**] button to save your changes.
7. Repeat steps 3–5 for each application and provider. (**NOTE:** No changes should be made to your role assignments for the Magellan Medicaid Administration UAC application.)
8. You should now be able to access the appropriate application from the appropriate link on the Magellan Medicaid Administration website, i.e., EVS, OPAS and Pharmacy Web PA.

For any questions, call the Magellan Medicaid Administration Web Support Call Center at (800) 241-8726.

Reference material: User Administration Console User Guide: <https://www.magellanmedicaid.com/reference/uac/default.asp>