



PROVIDER QUICK REFERENCE GUIDE: Instructions for Requesting Roles, Approving Roles and Removing Users in the PASRR Web Portal

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> (Note: you need to be a registered user within the Provider Web Portal in order to successfully log in to the PASRR application.)



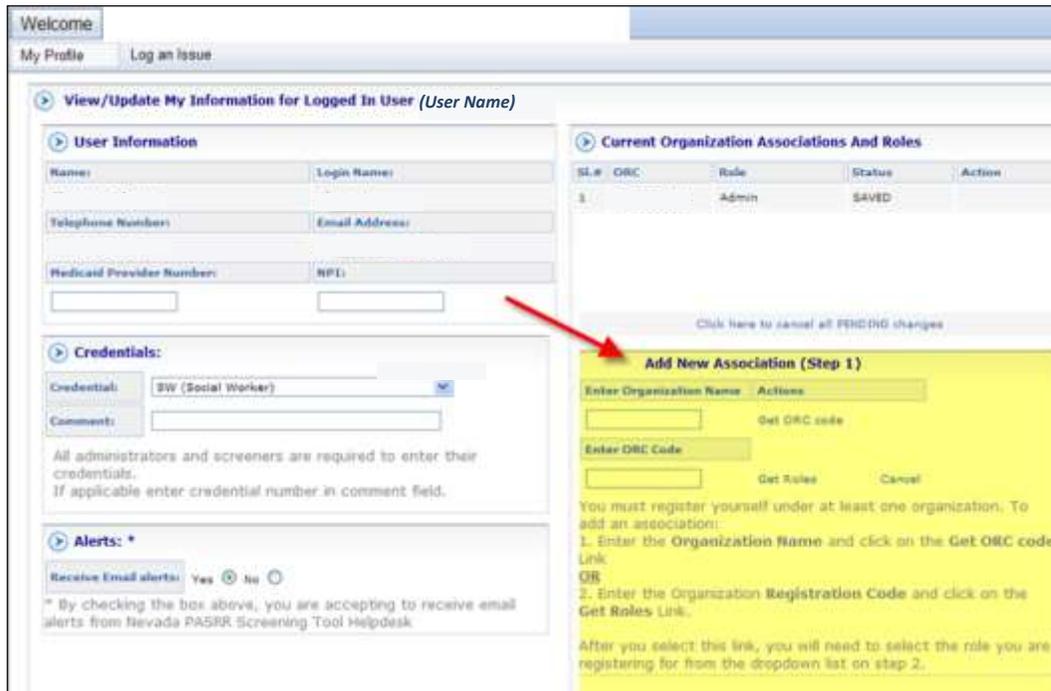
2. Go to "My Profile" (located beneath the Welcome tab).





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



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



5. Click on "Get ORC Code" link.





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

#	Actions	Org Name	Address	ORC	Phone	Fax
1	select	Renown Regional Medical (Dept-Case Management)	1155 Mill Street Reno, NV 89502	#####		
2	select	Renown Rehab Hospital (Dept-Case Management)	1495 Mill Street Reno, NV 89502	#####		
3	select	Renown South Meadows (Dept-Case Management)	10101 Double R Blvd. Reno, NV 89521	#####		
4	select	Sunrise Hospital & Children Hospital (Dept-Case Management)	3186 South Maryland Parkway Las Vegas, NV 89109	#####		

7. The ORC code will populate into the text box "Enter ORC Code" below as shown.

(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.)

Enter Organization Name	Actions
Renown Regional Medical (D	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.)

Enter Organization Name	Actions
Name	Get ORC code
Enter ORC Code	
#####	Get Roles Cancel

You must register yourself under at least one organization. To add an association:
1. Enter the **Organization Name** and click on the [Get ORC code](#) Link.
OR
2. Enter the **Organization Registration Code** and click on the [Get Roles](#) Link.

After you select this link, you will need to select the role you are registering for from the dropdown list on step 2.



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9. Click on the drop-down arrow under the "Select Role" link and highlight your desired role.



Note: If you wish to submit a PASRR request, you will need the "Screener" role.

10. Click on the "Add New Association" link.

(You will be taken to the top of the page; you will need to scroll down again.)





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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.). **Note:** Medicaid Provider Number and NPI are optional for your profile as the registered organization already has this information).

Home > Welcome > My Profile >

Welcome

My Profile Log an Issue

View/Update My Information for Logged In User (abramsje)

User Information

Name:	Login Name:
Name	Login Name
Telephone Number:	Email Address:
999-999-9999	Email Address
Medicaid Provider Number:	NPI:

Credentials:

Credential: SW (Social Worker) [v]

Comment:

All administrators and screeners are required to enter their credentials.
If applicable enter credential number in comment field.

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

Welcome Screening Tracking Applicant Lookup Admin Notifications Reports QA

My Profile Log an Issue

View/Update My Information for Logged In User (User Name)

User Information

Name:	Login Name:
Last, First	Login Name
Telephone Number:	Email Address:
999-999-9999	Email Address com
Medicaid Provider Number:	NPI:

If your information is incorrect, please update in NCID, then [click here](#) to sync information into MUST.

Credentials:

Credential: Other (Specify in Comment) [v]

Comment: Business Analyst

All administrators and screeners are required to enter their credentials.
If applicable enter credential number in comment field.

Screening Referrals: *

Yes, I would like to receive screening referrals.

* By checking the box above, you will be notified by email when a referral is made to your organization.

Please Note: The changes made to your profile are not saved until the **Submit Change** button is clicked.

Submit Change Cancel Changes

Current Organization Associations And Roles

SL#	ORC	Role	Status	Action
1	#####	Help Desk	SAVED	Delete Association
2	#####	Nurse Adminz	SAVED	Delete Association
3	#####	Usp Administrators	SAVED	Delete Association
4	#####	Admin	SAVED	Delete Association
5	#####	Screeener	SAVED	Delete Association
6	#####	Tracker	SAVED	Delete Association

[Click here to cancel all PENDING changes](#)

Add New Association (Step 1)

Enter Organization Name: [Get ORC code](#)

Enter ORC Code: [Get Roles](#) [Cancel](#)

You must register yourself under at least one organization. To add an association:
1. Enter the Organization Name and click on the Get ORC code Link
OR
2. Enter the Organization Registration Code and click on the Get Roles Link.
After you select this link, you will need to select the role you are registering for from the dropdown list on step 2.

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



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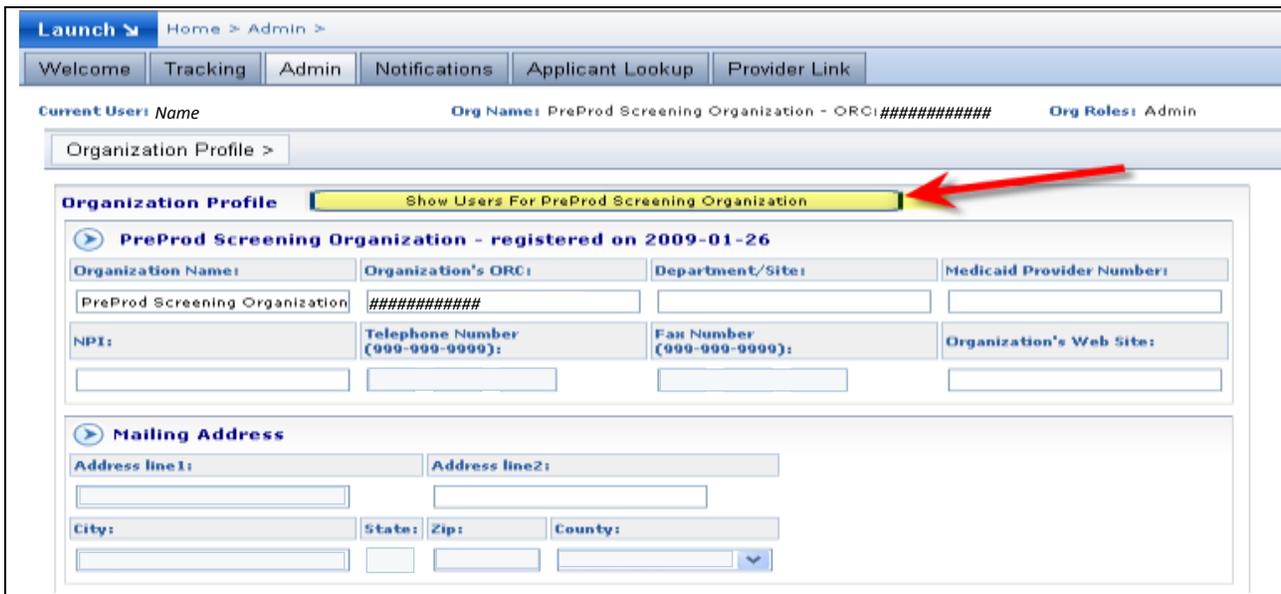
APPROVING ROLES (FOR PASRR ADMINISTRATORS):

After you have logged in to the PASRR application:

1. Click on your Admin tab.



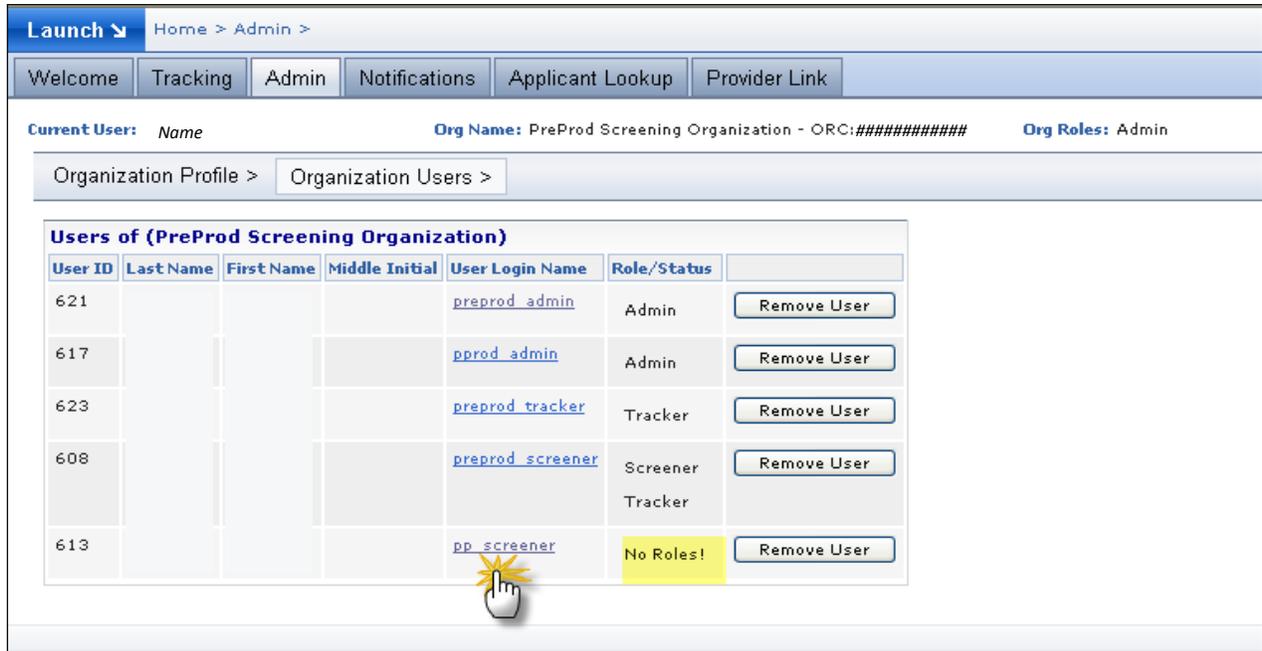
2. Choose "Show Users For Name of Organization" for Organization Profile.



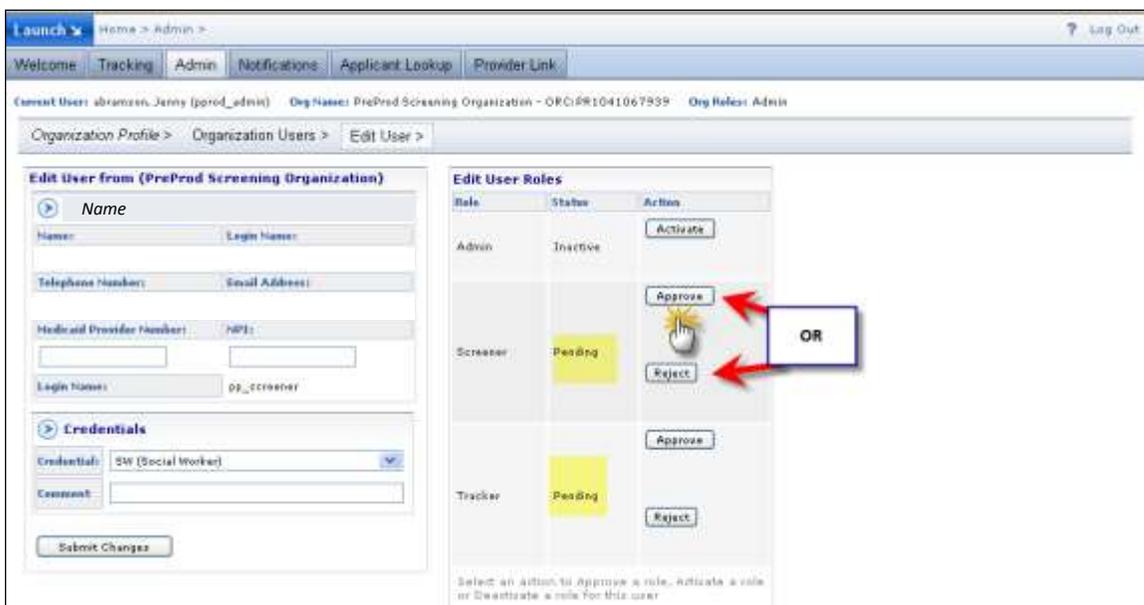


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3. Choose the User ID of the person who you will administer. **Note:** All IDs that require role approval will appear toward the bottom of the list of users.



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



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



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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*”

The screenshot shows the 'Organization Profile' page for 'PreProd Screening Organization'. The breadcrumb trail is 'Home > Admin > Organization Profile >'. The current user is 'Name' and the organization's ORC is 'XXXXXXXXXXXX'. The page contains several form fields for organization details, including Organization Name, ORC, Department/Site, Medicaid Provider Number, NPI, Telephone Number, Fax Number, and Organization's Web Site. A red arrow points to the link 'Show Users For PreProd Screening Organization'.

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

The screenshot shows the 'Users of (PreProd Screening Organization)' table. The breadcrumb trail is 'Home > Admin > Organization Profile > Organization Users >'. The current user is 'Name' and the organization's ORC is 'XXXXXXXXXXXX'. The table lists four users with their IDs, names, login names, roles, and 'Remove User' buttons. The 'Remove User' button for user ID 608 is highlighted in yellow, and a mouse cursor is clicking on it.

User ID	Last Name	First Name	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