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.)

2) Go to "My Profile" (located beneath the Welcome tab).
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.
6) Click the "Select" button next to the organization name.

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.

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

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.
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).

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

2) Choose “Show Users for Name of Organization” for Organization Profile.
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.
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.
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”

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