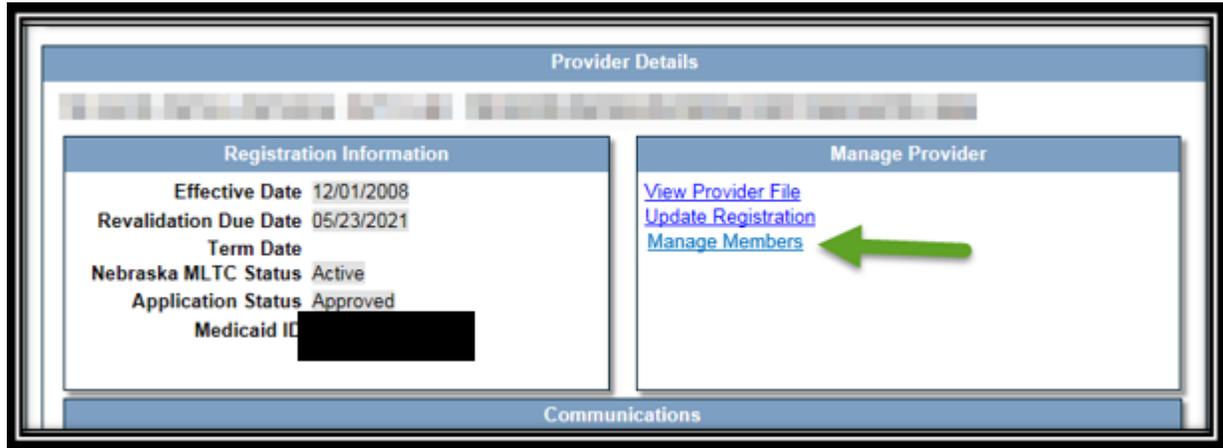


# Manage Member page



*Provider Home Page*

A new link titled 'Manage Members' has been added under the 'Manage Provider' section.

The 'Manage Members' link displays the 'Individual Providers Associated with Your Group' page where the provider can make updates or add affiliations the same way they currently do in a full application. Affiliations with a requested retro date over 180 days **MUST** be completed by selecting 'Update Registration' or during the revalidation process.

'Manage Members' will only be available when the Group Provider is in Maintenance. The Group Provider can select Manage Members as often as necessary as long as the Group Provider is in Maintenance and not in a Revalidation or Update workflow.

All changes must be 'Saved and Submitted' when they are made. Changes cannot be saved and then submitted at a later time.

## Add Affiliations

### Add Affiliations

Signature

Enter password:  Save and Submit

The password requested is your user login password.

\* Add and Edit all Members included in this update, then select Save and Submit in order for your changes to be saved.

Individual Providers Associated with Your Group

+ [Add Member](#)

Name ▲	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
			8/8/2017		Orthopedic Surgery	NE - 01 - 26143	Active	
			7/1/2007		Anesthesiology		Active (Conversion)	
			7/1/2010		Anesthesiology		Active (Conversion)	
			10/4/2016		Anesthesiology	NE - 01 - 29586	Active	
			7/1/2016		Anesthesiology	NE - 02 - 7841	Active	
			7/1/2010		Anesthesiology	NE - 15 - 27799	Active	
			7/1/2010		Anesthesiology	NE - 15 - 27799	Active	
			7/1/2010		Anesthesiology	NE - 15 - 27799	Active	
			7/1/2010		Anesthesiology	NE - 15 - 27799	Active	
			7/1/2010		Anesthesiology	NE - 15 - 27799	Active	
			7/1/2010		Anesthesiology	NE - 15 - 25559	Active	

1 2 3 4 5 6 7 8 9 10 ...

Registration Id: 97991

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*Partial or Full search using Name and/or NPI. When both fields are used to search, the grid will be filtered by both Name and NPI.*

Name

Tax ID

NPI

Search Associated Providers
Clear Search Filter

When the Manage Members is selected, the provider will only see the 'Add Affiliations' page. All other application pages will be hidden.

This page functions exactly the same as it does in the full application. A provider can be confirmed or removed by selecting the edit button on the Left or add a provider by selecting the 'Add Member' (green plus).

Once the provider updates their member's information, they will be required to 'Save and Submit'.

## Edit Member

### Individual Providers Associated with Your Group

[+ Add Member](#)

Name	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Orthopedic Surgery	NE - 01 - 26143	Active	[REDACTED]

>

First Name [REDACTED]

Last Name [REDACTED]

NPI [REDACTED]

Tax ID [REDACTED]

Start Date   \* A Start Date of more than 180 days ago must use the Update Registration option.

End Date

Provider Type

Affiliation Status

Medicaid ID

Provider

Primary Specialty

Specialty 2

Specialty 3

License For Location

Has there ever been disciplinary action against this provider's license by a licensing board in any state?

No  Yes

If 'YES' a comment is required.

Has the provider ever been sanctioned by Medicare, Nebraska Medicaid, or any state health program?

No  Yes

If 'YES' a comment is required.

## Add Member

### Add Affiliations

Signature

Enter password:  **Save and Submit**

The password requested is your user login password.

\* Add and Edit all Members included in this update, then select Save and Submit in order for your changes to be saved.

Individual Providers Associated with Your Group

+ [Add Member](#)

Name ▲	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
<div style="display: flex; flex-direction: column; gap: 10px;"><div>First Name <input type="text"/></div><div>Last Name <input type="text"/></div><div>NPI <input type="text"/></div><div>Tax ID <input type="text"/></div><div>Start Date <input type="text"/> <input style="font-size: x-small; border: none; background: none; padding: 0 5px;" type="button" value="Calendar"/> <span style="color: red; font-size: x-small;">* A Start Date of more than 180 days ago must use the Update Registration option.</span></div><div>Provider Type <input style="width: 100%;" type="text"/></div></div> <div style="margin-top: 10px;"><span style="border: 1px solid black; padding: 2px 10px; background-color: #003366; color: white; margin-right: 5px;">Search</span> <span style="border: 1px solid black; padding: 2px 10px; background-color: #003366; color: white;">Cancel</span></div>								

## Save and Submit

Once the provider has completed all their updates, they must 'Save and Submit'. This allows the changes to be saved and processed through the database.

### Add Affiliations

Signature

Enter password:  **Save and Submit**

The password requested is your user login password.

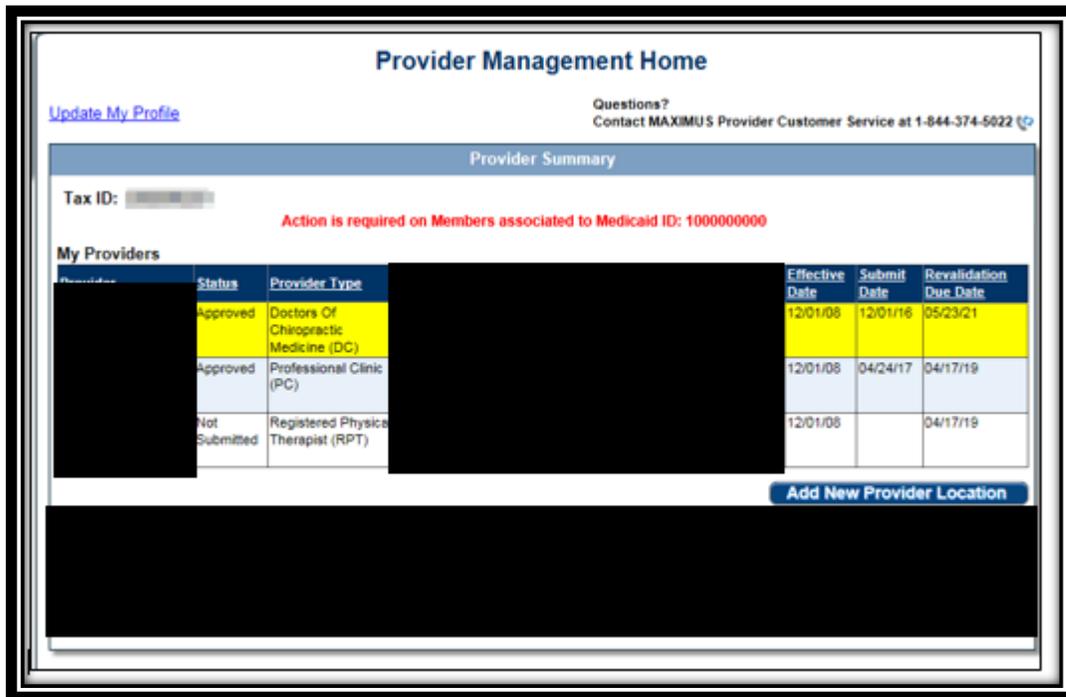
The save action triggers the new or newly confirmed members to enter the Member Screening workflow. The Group Provider will remain available to the provider to continue to make changes.

## Generate PDF

The system will update the application PDF to include any member modifications made in this process, after the signature has been entered and saved. Providers can print the PDF by selecting 'View Provider Profile' on the homepage and then selecting 'Generate PDF'.

## Manage Members – Action Required

During Member Screening, additional information might be requested from the Group Provider regarding the member. The Group Member Profile for the affiliated provider will need to be updated. An email will be sent to the Affiliated Provider. On the Group Provider's home page there will be a notice that action is required. The affiliated provider that requires attention will be listed within the Manage Member page.



The screenshot displays the 'Provider Management Home' interface. At the top, there is a navigation bar with 'Update My Profile' on the left and 'Questions? Contact MAXIMUS Provider Customer Service at 1-844-374-5022' on the right. Below this is a 'Provider Summary' section containing a 'Tax ID' field and a prominent red alert message: 'Action is required on Members associated to Medicaid ID: 1000000000'. The main content area is titled 'My Providers' and features a table with the following columns: Provider, Status, Provider Type, Effective Date, Submit Date, and Revalidation Due Date. The table lists three providers: a Doctor of Chiropractic Medicine (DC) with an approved status and a revalidation due date of 05/23/21; a Professional Clinic (PC) with an approved status and a revalidation due date of 04/17/19; and a Registered Physical Therapist (RPT) with a 'Not Submitted' status and a revalidation due date of 04/17/19. A blue button labeled 'Add New Provider Location' is positioned at the bottom right of the table area.

Provider	Status	Provider Type	Effective Date	Submit Date	Revalidation Due Date
	Approved	Doctors Of Chiropractic Medicine (DC)	12/01/08	12/01/16	05/23/21
	Approved	Professional Clinic (PC)	12/01/08	04/24/17	04/17/19
	Not Submitted	Registered Physical Therapist (RPT)	12/01/08		04/17/19

*Provider Management Home page when additional information is needed regarding a Member*

**Provider Details**

Registration Information	Manage Provider
Effective Date: 12/01/2008	<a href="#">View Provider File</a>
Revalidation Due Date: 05/23/2021	<a href="#">Update Registration</a>
Term Date:	<a href="#">Manage Members – Action Required</a>
Nebraska MLTC Status: Active	
Application Status: Approved	
Medicaid ID: [REDACTED]	

*Provider Details when additional information is needed regarding a Member*

**Add Affiliations**

**Signature**

Enter password:

The password requested is your user login password.

\* Add and Edit all Members included in this update, then select Save and Submit in order for your changes to be saved.

**Individual Providers Associated with Your Group**

Action is required on Members : [REDACTED]

[+ Add Member](#)

Name ▲	Tax ID	NPI	Start Date	End Date	Specialty	License	Affiliation Status	Medicaid ID
[REDACTED]	[REDACTED]	[REDACTED]	10/1/2000		Pediatrics	NE - 01 - 21540	Returned to Provider	[REDACTED]

Registration Id: [REDACTED]

*Manage Members page indicating that Action is required for a member*