

ILLINOIS PROVIDER ENROLLMENT



Provider Domain Administrator:

Granting Access Rights

Changing Access Rights

Removing Access Rights

Domain Administrator



- The user who submits an application to the State for approval becomes the **Domain Administrator** over that enrollment after the application has been approved by the State.

Granting Access Rights



A screenshot of a web interface showing a dropdown menu. The menu is open, displaying three options: "Jones Steve" (highlighted in blue), "Doe John", and "Medical Assocs INC.". Below the menu is a "Select Favorites" option. To the right of the menu are two asterisks (*), and to the right of the "Select Favorites" option is a "Go" button with a magnifying glass icon.

- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being granted.

Granting Access Rights



Jones Steve ▼ *

Select Profile ▼ *

Select Profile

Domain Administrator

Provider Enrollment Access

View Provider Enrollment

Go

- Profiles:

- **Domain Administrator**: Grants and Removes Rights to an enrollment only.
- **Provider Enrollment Access**: Completes, modifies and manages enrollment.
- **View Provider Enrollment**: View only access.

Granting Access Rights



Jones Steve ▼ *

Select Profile ▼ *

Select Profile

Domain Administrator

Provider Enrollment Access

View Provider Enrollment

Go

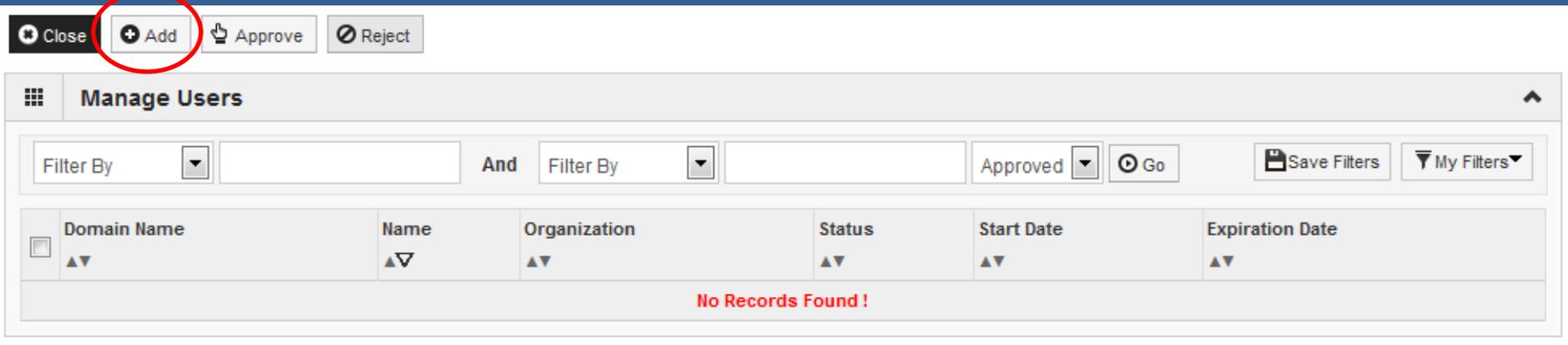
- From the second drop down on the portal page, select **Domain Administrator**.
- Click **Go**.

Granting Access Rights

The screenshot displays the IMPACT system interface. At the top left, the logo for IMPACT (Illinois Medical Program Advanced Clinical Technology) is visible. The main navigation bar includes 'My Inbox' and 'Admin'. The 'Admin' menu is open, showing 'USER MAINTENANCE' and 'User List' (circled in red). Below the navigation bar, the user is identified as 'Test User'. The main content area shows a 'Latest updates' section with a heading 'About the Slider Test4' and a large blue gradient area. At the bottom, there is a 'My Reminders' section.

- From the IMPACT Home Page, click on the **Admin** and choose **User List** from the drop down.

Granting Access Rights



The screenshot shows a web interface for managing users. At the top, there are four buttons: 'Close', 'Add', 'Approve', and 'Reject'. The 'Add' button is circled in red. Below the buttons is a header 'Manage Users' with a grid icon on the left and an up arrow on the right. Underneath the header is a filter section with two 'Filter By' dropdown menus, an 'And' connector, an 'Approved' dropdown, a 'Go' button, a 'Save Filters' button, and a 'My Filters' dropdown. Below the filter section is a table with the following columns: 'Domain Name', 'Name', 'Organization', 'Status', 'Start Date', and 'Expiration Date'. Each column has a small square icon and a double-headed arrow. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area.

- Click **Add** to grant access to this enrollment.

Granting Access Rights

Add Provider User

Please enter the following information

User ID: * [Enter Single Sign On ID]

Provider Domain:

Start Date: *

Expiration Date: *

Available Profiles

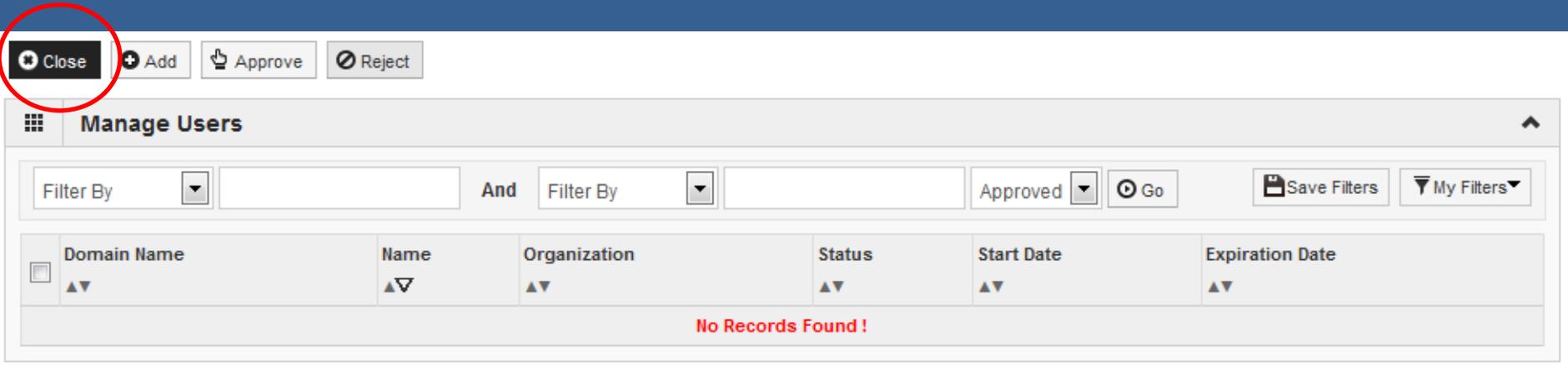
- Domain Administrator
- Provider Enrollment Access
- View Provider Enrollment

Selected Profiles

Remarks:

- **User ID**: Enter the User Id (Single Sign-on ID) of the person to whom access is being granted.
- **Start Date**: Enter current or future date.
- **End Date**: Enter a specific date if known or, if rights are ongoing, leave blank and it will default to 12/31/2999.
- Choose the desired profile(s) from **Available Profiles** and use the **double arrows** to move them to **Selected Profiles**.
- Click **Ok** when complete.

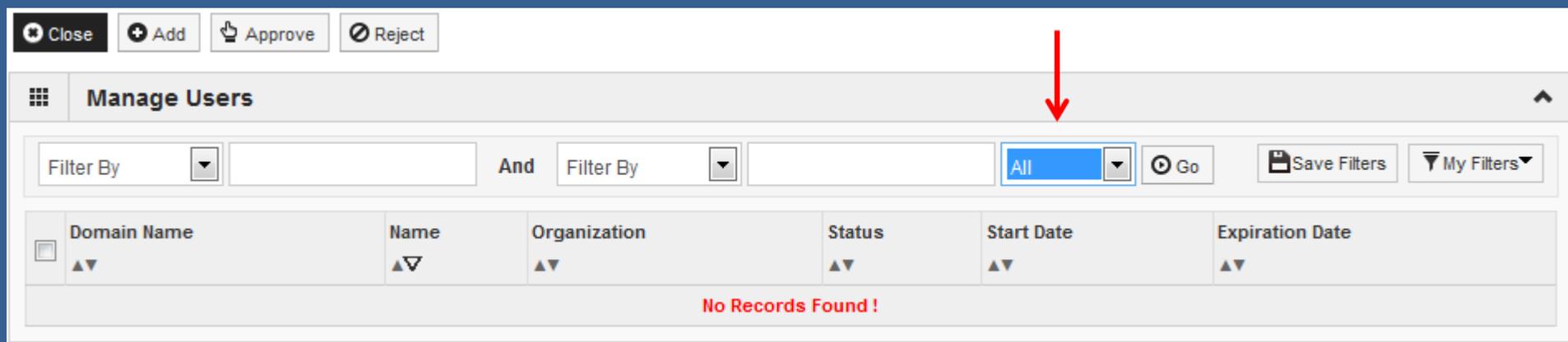
Granting Access Rights



The screenshot shows a web interface for managing users. At the top, there are four buttons: 'Close' (circled in red), 'Add', 'Approve', and 'Reject'. Below these is a 'Manage Users' header. The main area contains a filter section with two 'Filter By' dropdowns, an 'And' connector, an 'Approved' dropdown, a 'Go' button, and 'Save Filters' and 'My Filters' buttons. Below the filter section is a table with columns: 'Domain Name', 'Name', 'Organization', 'Status', 'Start Date', and 'Expiration Date'. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area.

- Even though, *No records found* is presented, the selected user has been granted access to the enrollment chosen.
- Click *Close* to exit.

Granting Access Rights



The screenshot shows the 'Manage Users' interface. At the top, there are buttons for 'Close', 'Add', 'Approve', and 'Reject'. Below these is a header bar with a grid icon and the text 'Manage Users'. Underneath the header is a filter section with two 'Filter By' fields, an 'And' connector, a dropdown menu currently set to 'All', a 'Go' button, a 'Save Filters' button, and a 'My Filters' dropdown. Below the filter section is a table with columns: 'Domain Name', 'Name', 'Organization', 'Status', 'Start Date', and 'Expiration Date'. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area. A red arrow points to the 'All' dropdown menu.

- Near the filter by fields is a drop down that defaults to *Approved*. Choose *All* from this drop down.
- Click *Go*.

Granting Access Rights

Close Add Approve Reject

Manage Users

Filter By [] And Filter By [] Approved [] Go Save Filters My Filters

<input type="checkbox"/>	Domain Name ▲▼	Name ▲▼	Organization ▲▼	Status ▲▼	Start Date ▲▼	Expiration Date ▲▼
<input type="checkbox"/>	Jones Steve	User One	Provider	Approved	08/20/2015	12/31/2999
<input checked="" type="checkbox"/>	Jones Steve	User Two	Provider	Approved	08/20/2015	08/20/2015
<input type="checkbox"/>	Jones Steve	User Three	Provider	Approved	08/20/2015	12/31/2999

View Page: 1 Go Page Count: 1 SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

- A list of all users who have access to this enrollment will be displayed. To see what access each user has, click on the hyperlinked **Domain Name**.

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Changing Access Rights



A screenshot of a web interface showing a dropdown menu. The menu is open, displaying three options: "Jones Steve" (highlighted in blue), "Doe John", and "Medical Assocs INC.". Below the menu is a "Select Favorites" option. To the right of the menu are two asterisks (*), and a "Go" button with a magnifying glass icon.

- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being changed.

Changing Access Rights



Jones Steve ▼ *

Select Profile ▼ *

Select Profile

Domain Administrator

Provider Enrollment Access

View Provider Enrollment

Go

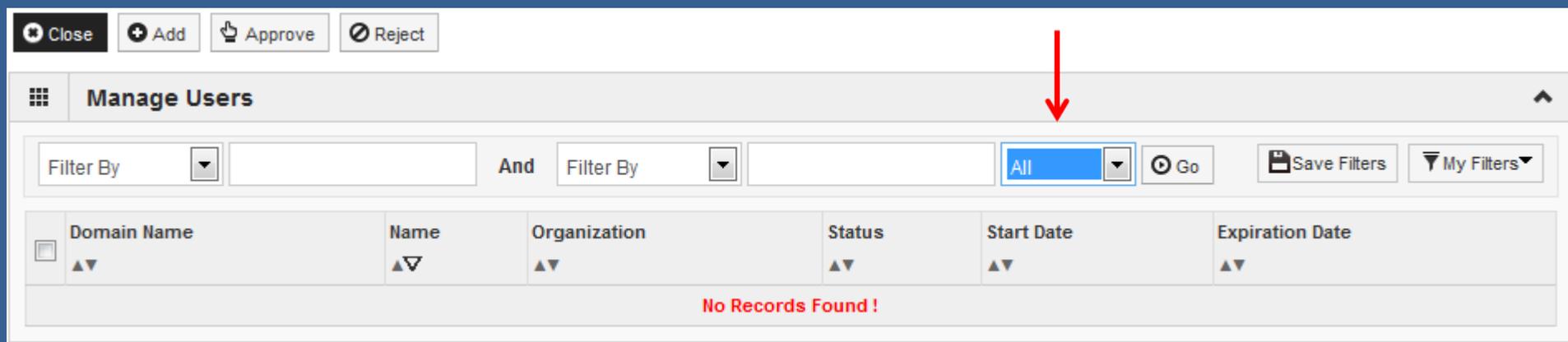
- From the second drop down on the portal page, select **Domain Administrator**.
- Click **Go**.

Changing Access Rights

The screenshot displays the IMPACT system interface. At the top left, the logo for IMPACT (Illinois Medical Program Advanced Clinical Technology) is visible. The main navigation bar includes 'My Inbox' and 'Admin'. The 'Admin' dropdown menu is open, showing 'USER MAINTENANCE' and 'User List' (which is circled in red). Below the navigation, the page title is 'Test User' and the current page is 'Provider Portal'. The main content area features a 'Latest updates' section with a heading 'About the Slider Test4' and a large blue gradient area. At the bottom, there is a 'My Reminders' section.

- From the IMPACT Home Page, click on the **Admin** and choose **User List** from the drop down.

Changing Access Rights



The screenshot shows the 'Manage Users' interface. At the top, there are buttons for 'Close', 'Add', 'Approve', and 'Reject'. Below these is a header bar with a grid icon and the text 'Manage Users'. Underneath the header is a filter section with two 'Filter By' dropdown menus, an 'And' connector, a third dropdown menu currently set to 'All', and a 'Go' button. To the right of the 'Go' button are 'Save Filters' and 'My Filters' buttons. Below the filter section is a table with columns: 'Domain Name', 'Name', 'Organization', 'Status', 'Start Date', and 'Expiration Date'. Each column has a small square icon and a triangle icon. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area. A red arrow points to the 'All' dropdown menu.

- Near the filter by fields is a drop down that defaults to *Approved*. Choose *All* from this drop down.
- Click *Go*.

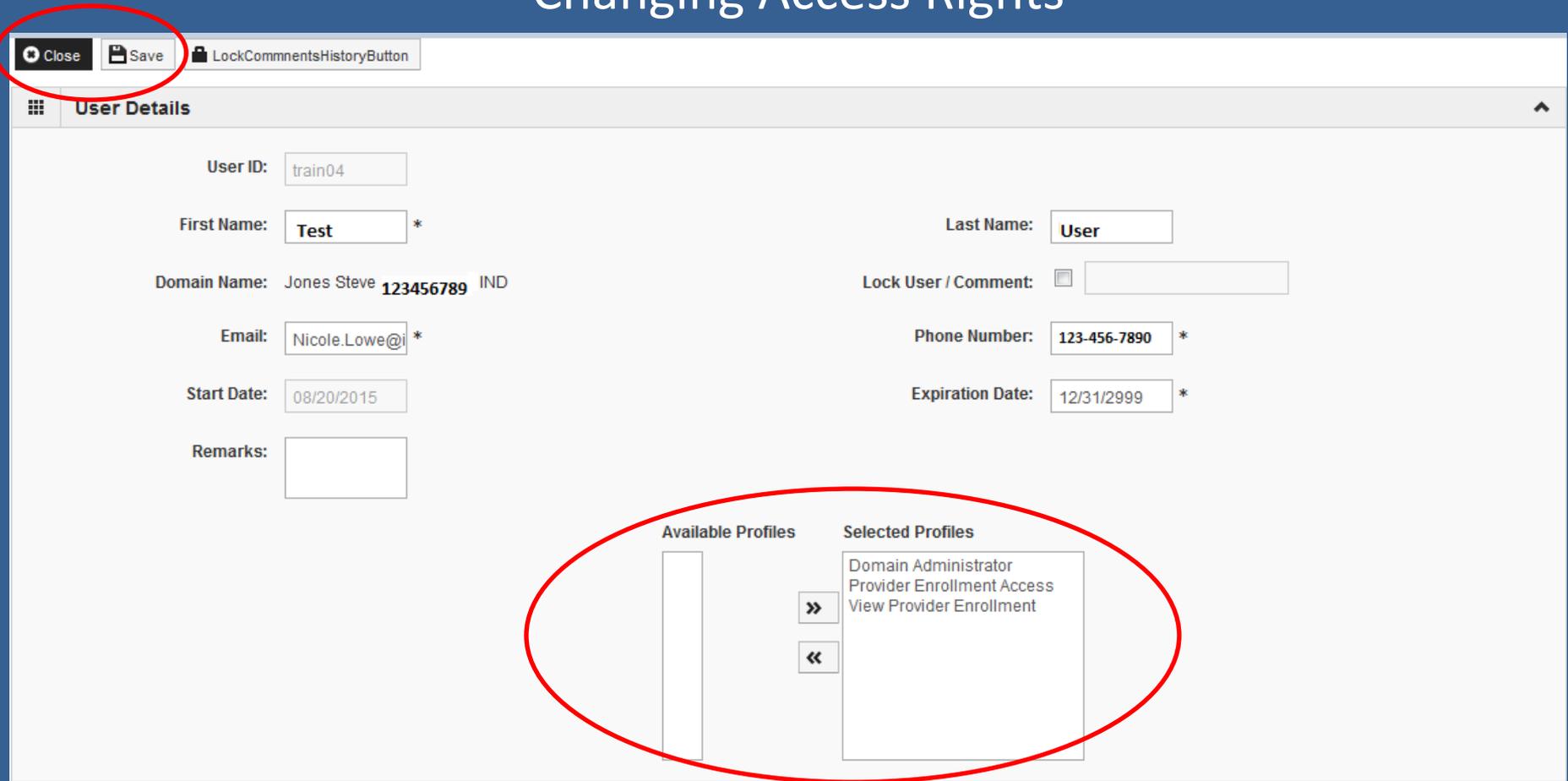
Changing Access Rights

The screenshot shows the 'Manage Users' interface. At the top, there are buttons for 'Close', 'Add', 'Approve', and 'Reject'. Below that is a 'Manage Users' header with a menu icon and an expand/collapse arrow. The main area contains a table with columns: Domain Name, Name, Organization, Status, Start Date, and Expiration Date. The table has three rows of data. A red arrow points to the 'Name' column header, and another red arrow points to the 'Jones Steve' domain name in the second row. Below the table are controls for 'View Page: 1', 'Page Count: 1', 'SaveToXLS', and 'Viewing Page: 1', along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Domain Name	Name	Organization	Status	Start Date	Expiration Date
Jones Steve	User One	Provider	Approved	08/20/2015	12/31/2999
Jones Steve	User Two	Provider	Approved	08/20/2015	08/20/2015
Jones Steve	User Three	Provider	Approved	08/20/2015	12/31/2999

- Locate the user **Name** for whom access rights are being changed, then click on the respective hyperlinked **Domain Name**.

Changing Access Rights



The screenshot shows a web application interface for managing user details. At the top, there are three buttons: 'Close', 'Save', and 'LockCommentsHistoryButton'. The 'Close' and 'Save' buttons are circled in red. Below the buttons is a 'User Details' section with various input fields. The 'Available Profiles' and 'Selected Profiles' sections are also circled in red. The 'Selected Profiles' section contains three items: 'Domain Administrator', 'Provider Enrollment Access', and 'View Provider Enrollment'.

Close Save LockCommentsHistoryButton

User Details

User ID: train04

First Name: Test * Last Name: User

Domain Name: Jones Steve 123456789 IND Lock User / Comment:

Email: Nicole.Lowe@i * Phone Number: 123-456-7890 *

Start Date: 08/20/2015 Expiration Date: 12/31/2999 *

Remarks:

Available Profiles Selected Profiles

>> <<

Domain Administrator
Provider Enrollment Access
View Provider Enrollment

- To change the access rights granted, choose the profiles to be removed from the **Selected Profiles** box and use the **double arrows** to move them to the **Available Profiles** box or from **Available Profiles** to **Selected Profiles** as needed. There must be at least one profile left under **Selected Profiles**.
- Comments about the change can be made in the **Remarks** field.
- Click **Save**, then **Close**.

Changing Access Rights

The screenshot shows a web application interface for user management. At the top, there are three buttons: 'Close', 'Save', and 'LockCommentsHistoryButton'. The 'Close' and 'Save' buttons are circled in red. Below this is a 'User Details' section with various input fields: 'User ID' (train04), 'First Name' (Test), 'Last Name' (User), 'Domain Name' (Jones Steve 123456789 IND), 'Lock User / Comment' (checkbox), 'Email' (Nicole.Lowe@), 'Phone Number' (123-456-7890), 'Start Date' (08/20/2015), 'Expiration Date' (12/31/2999), and 'Remarks'. At the bottom, there are two columns: 'Available Profiles' (empty) and 'Selected Profiles' (containing 'Domain Administrator', 'Provider Enrollment Access', and 'View Provider Enrollment'). The 'Selected Profiles' column has double arrow buttons (» and «) between it and the 'Available Profiles' column. This entire profile selection area is circled in red.

- To change the access rights granted, choose the profiles to be removed from the **Selected Profiles** box and use the **double arrows** to move them to the **Available Profiles** box.
- Comments about the change can be made in the **Remarks** field.
- Click **Save**, then **Close**.

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Removing Access Rights



A screenshot of a web interface showing a dropdown menu. The menu is open, displaying three options: "Jones Steve" (highlighted in blue), "Doe John", and "Medical Assocs INC.". Below the menu is a "Select Favorites" option. To the right of the menu is a "Go" button with a magnifying glass icon. There are two asterisks (*) to the right of the menu, one above and one below the main list.

- After logging into IMPACT, from the first drop down on the Portal page, select the enrollment for which access rights are being removed.

Removing Access Rights



Jones Steve ▼ *

Select Profile ▼ *

Select Profile

Domain Administrator

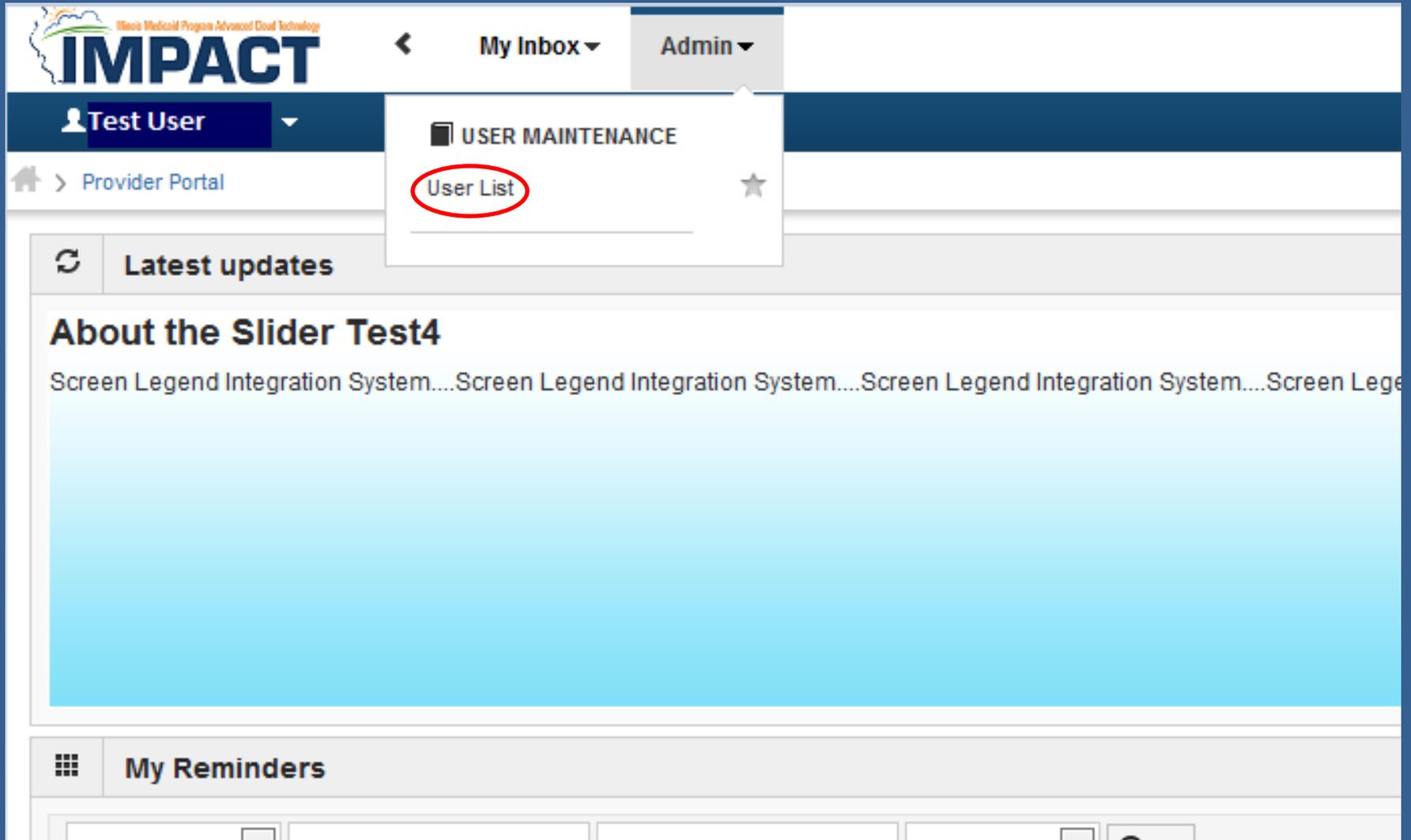
Provider Enrollment Access

View Provider Enrollment

Go

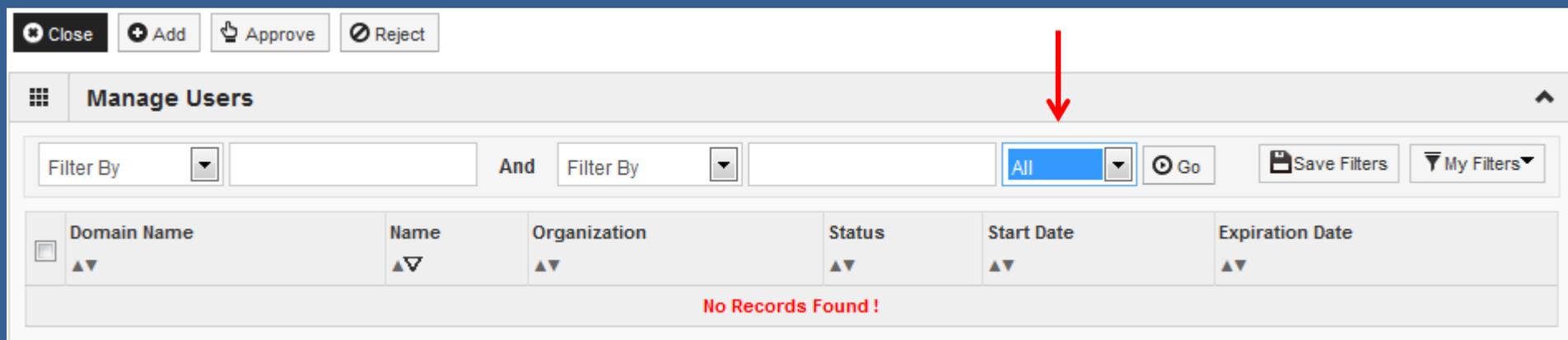
- From the second drop down on the portal page, select **Domain Administrator**.
- Click **Go**.

Removing Access Rights



- From the IMPACT Home Page, click on the **Admin** and choose **User List** from the drop down.

Removing Access Rights



The screenshot shows the 'Manage Users' interface. At the top, there are buttons for 'Close', 'Add', 'Approve', and 'Reject'. Below these is a header bar with a grid icon and the text 'Manage Users'. Underneath the header is a filter section with two 'Filter By' dropdown menus, an 'And' connector, a third dropdown menu currently set to 'All', and a 'Go' button. To the right of the 'Go' button are 'Save Filters' and 'My Filters' buttons. Below the filter section is a table with columns: 'Domain Name', 'Name', 'Organization', 'Status', 'Start Date', and 'Expiration Date'. Each column has a small square icon and a double arrow icon. The table is currently empty, and the text 'No Records Found!' is displayed in red at the bottom of the table area.

- Near the filter by fields is a drop down that defaults to *Approved*. Choose *All* from this drop down.
- Click *Go*.

Changing Access Rights

The screenshot shows a 'Manage Users' interface with a table of users. The table has the following columns: Domain Name, Name, Organization, Status, Start Date, and Expiration Date. The data rows are:

Domain Name	Name	Organization	Status	Start Date	Expiration Date
Jones Steve	User One	Provider	Approved	08/20/2015	12/31/2999
Jones Steve	User Two	Provider	Approved	08/20/2015	08/20/2015
Jones Steve	User Three	Provider	Approved	08/20/2015	12/31/2999

The interface includes a top navigation bar with 'Close', 'Add', 'Approve', and 'Reject' buttons. Below the table, there are pagination controls: 'View Page: 1', 'Page Count: 1', 'Viewing Page: 1', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'. There are also buttons for 'Save Filters', 'My Filters', and 'SaveToXLS'.

- Locate the user **Name** for whom access rights are being removed, then click on the respective hyperlinked **Domain Name**.

Removing Access Rights

The screenshot shows a web application interface for user management. At the top, there are buttons for 'Close', 'Save', and 'LockCommentsHistoryButton'. Below this is a header for 'User Details'. The form contains several fields: 'User ID' (train04), 'First Name' (Test), 'Last Name' (User), 'Domain Name' (Jones Steve 123456789 IND), 'Email' (Nicole.Lowe@i), 'Phone Number' (123-456-7890), 'Start Date' (08/20/2015), 'Expiration Date' (12/31/2999), and 'Remarks'. A red circle highlights the 'Lock User / Comment' field, which includes a checkbox and a text input box. Below the form, there are two sections: 'Available Profiles' (empty) and 'Selected Profiles' (containing 'Domain Administrator', 'Provider Enrollment Access', and 'View Provider Enrollment').

- To entirely remove a person's rights to the enrollment (**Lock user**), place a check in the box next to **Lock User/Comment** and enter a comment in the comment box.
- Enter the date this is to take effect in the **Expiration Date** field.
- Click **Save**, then **Close**.

Removing Access Rights

The screenshot shows the 'Manage Users' interface. At the top, there are buttons for 'Close', 'Add', 'Approve', and 'Reject'. Below this is a search and filter section with fields for 'First Name', 'And', 'Filter By', 'Approved', and 'Go'. There are also 'Save Filters' and 'My Filters' buttons. The main part of the interface is a table with the following columns: Domain Name, Name, Organization, Status, Start Date, and Expiration Date. The table contains three rows of user data. At the bottom, there are navigation controls including 'View Page: 1', 'Page Count: 1', 'SaveToXLS', 'Viewing Page: 1', and 'First', 'Prev', 'Next', 'Last' buttons.

Domain Name	Name	Organization	Status	Start Date	Expiration Date
Jones Steve 1679968283 IND	WALLACH, Tracy	Provider	Approved	08/20/2015	12/31/2999
Jones Steve 1679968283 IND	MARCOTTE, Theresa	Provider	Approved	08/20/2015	08/20/2015
Jones Steve 1679968283 IND	HERRICK, David	Provider	Approved	08/20/2015	12/31/2999

- The **Expiration Date** for that user's access will be updated on the Manage Users list.
- Click **Close** to exit.