



Web Registration Training

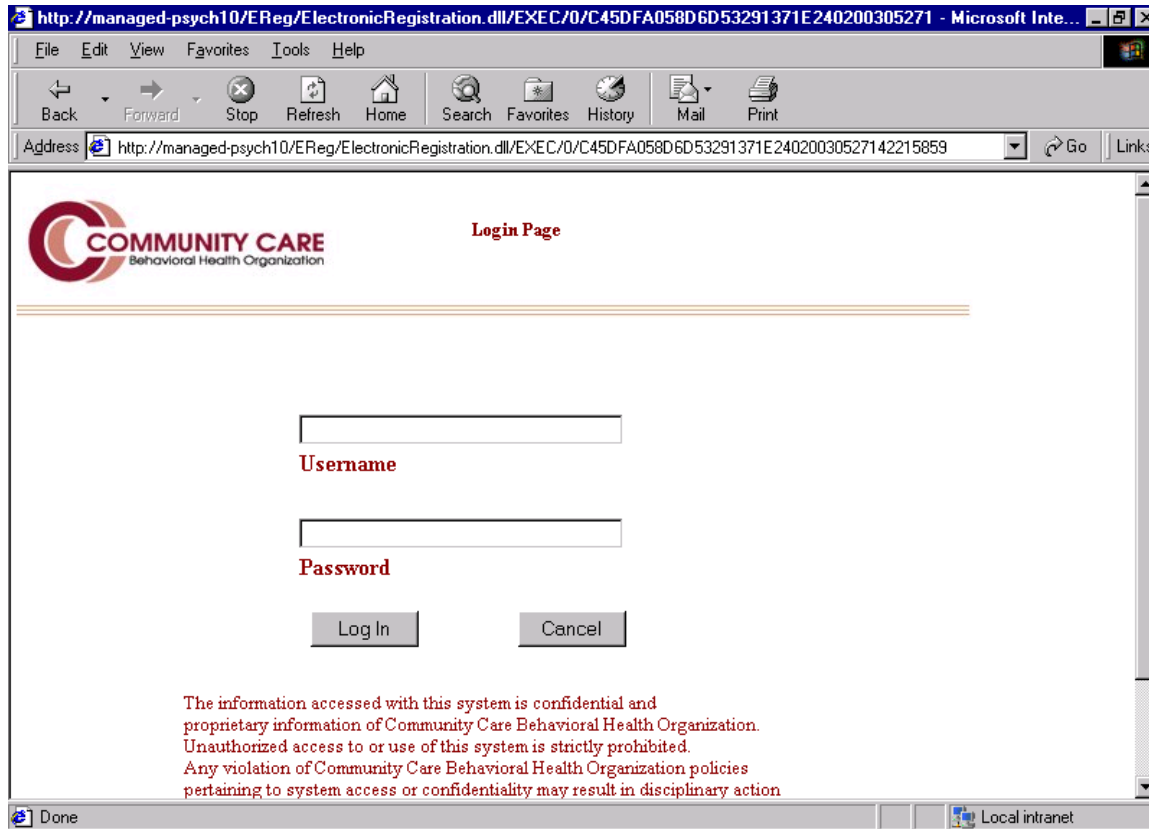
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Introduction

- The Registration Web Application is the method of choice for providers to register consumers for outpatient services.
- This method provides an instant response regarding your registration request, along with a *Registration Number* for your records.
- It is no longer necessary to request services for certain outpatient therapies.
- A registration is good for up to one year.
- The application works on verified platforms of Windows NT4 SP6A / IE 5.0 and Windows2000 / IE 6.0. If you try to run the application on other platforms you may experience problems.
- You may not add the web application URL to your web browser's 'favorites' section.
- You also may not use your web browser's 'back' and 'forward' buttons.
- The help line for the application is (412) 402 – 8770.

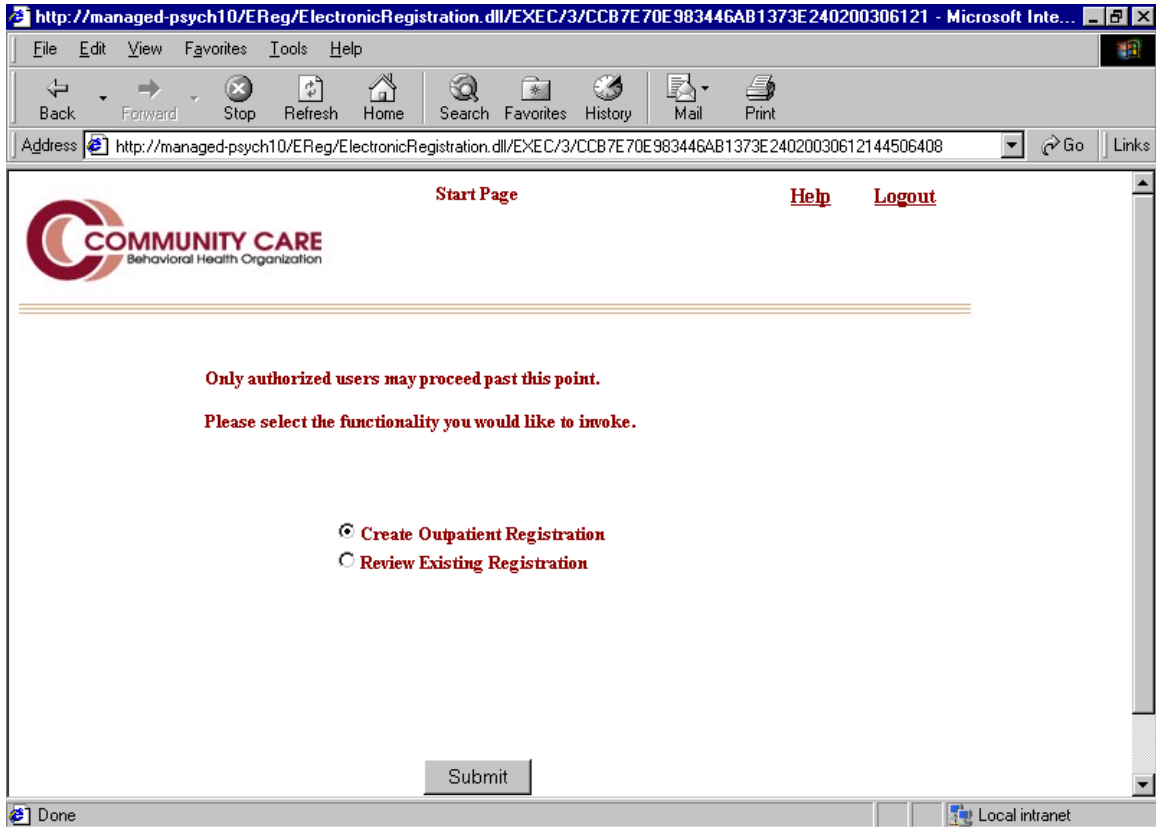
Login Page



- From www.ccbh.com, select the Providers link, then the HealthChoices Providers link, then the Web Registration Application link. This will take you to the Provider Services Web Site (herein referred to as ‘the application’). Enter your username and password (supplied by CCBH) in the fields provided.
- Log In button – This button will advance you to the Start Page. The first time that you log in, and subsequently every 90 days, you will be required to change your password. You must enter your current password, a new password, and then confirm that new password. It is possible that you may be returned to the proxy server time out page at this point; try logging in again as this problem should alleviate itself (App A).
- Cancel button – This button will return you to Community Care’s home page.

NOTE: It is also possible to be returned to the Login page after a session has timed out. You will be timed out after fifteen minutes of inactivity. You may attempt to perform an operation after this time period has expired, but you will be returned to the Login page instead. The following message will appear upon your return to the Login page: “Your session has timed out. You must log in again to use the Provider Services Web site.” Alternatively, you could be returned to the Proxy Server Error screen, or get the ‘the page cannot be found’ screen upon being timed out (App A).

Start Page




- Help link – This link opens a window with information on who to contact for help. This link appears throughout the application.
- Logout link – This link will return you, without asking for confirmation, to the Login page. This link appears throughout the application.
- Process Area radio buttons – Select the Process Area from two options:
 - Create Outpatient Registration – Takes you to the Electronic Registration page.
 - Review Existing Registration – Takes you to the Registration Review page.

NOTE: In some instances, based on the security level assigned to a username and password combination, the process to be performed may be defaulted. In this case, after logging in to the application, the system goes directly to the process area for a user who only has permissions for that one particular process.

- Submit button – After selecting the function, single click the Submit button. The system will advance you to the Process Area that you selected.

Process Area – Create Outpatient Registration

Entry Page [Start](#) [Help](#) [Logout](#)



Section I: Provider Information

***Select Provider ID**
 -- Select Provider ID --

***Is this a D&A Program?**
 -- Select One --
 If "NO" you must complete Section V: POMS

Section II: Member Information

***DPW Recipient ID**

***Date Of Birth**
 -- -- - -- - --

***Registration Begin Date**
 -- -- - -- - --

Section V: POMS

Priority Population Grouping
 -- Select One --

Independence of Living Status
 -- Select One --

Vocational/Educational
 -- Select One --

Section III: MISA Screening

***MISA Screening Complete**
 -- Select One --

Co-Occurring Condition Identified
 -- Select One --

Date
 -- -- - -- - --

Referrals (select up to 2)

MH IP DA IP
 MH OP DA RES
 MH RES MISA Program
 DA OP Community Services

Child/Adolescent Data

School Attendance
 -- Select One --

School Performance
 -- Select One --

School Behavior
 -- Select One --

Source of School Information
 -- Select One --

Section IV: Diagnostic Impressions

***Axis I**

Axis I

***Axis IV**
 -- Select One --

Axis II


Axis III

***Axis V**
 Current GAF

Highest GAF in past year

Headers preceded with an * must be completed

powered by



Section I: Provider Information:

- Users working with more than one provider must select the provider specific to this request.
- Make a selection from the drop down to the right of the provider pertaining to whether or not the registration request is for a D&A program.

Section II: Member Information:

- Enter the member's Recipient ID, Date of Birth, and Registration Begin Date.
- These are all required fields. The member must be eligible on the Registration Begin Date, and this date cannot be greater than ninety days in the past or thirty days in the future or the approved begin date will default to ninety days in the past. Also, the Provider must be in the subnetwork that the member is a part of.

Section III: MISA Screening:

- If the MISA Screening has not been completed, select No from the first drop down in Section III and proceed to Section IV.
- If the MISA Screening has been completed, select Yes from the first drop down in Section III and answer the next two questions as well. MISA Assessment date can be no greater than ninety days in the past.
- If you answered Yes to the 'Co-Occurring conditions identified?' question then you must select at least one referral.

Section IV: Diagnostic Impressions:

- The fields with an asterisk denote required fields:
 - Axis I – cannot be deferred or a V – code; must be a valid diagnosis code. A V – code may be entered for Axis I, 2; but it must be a capital V.
 - Axis IV – select from the dropdown list.
 - V – Current GAF – value between 1 and 99.

Section V: POMS & Child/Adolescent Data:

- If this is not a D&A program, and the question in Section I was answered NO, complete Section V.
- Select the Priority Population Grouping, Independence of Living Status, and Vocational / Educational information. For Priority Population, a child is considered less than 18 years old; an adult is 18 or older.
- If the member is a school aged child or adolescent make selections from School Attendance, School Performance, School Behavior, & Source of School Information.

- Start link – This link returns you to the start page.

- Help link – This link opens a window with information on who to contact for help.

- Logout link – This link will return you, without asking for confirmation, to the Login page. Your work will not be saved.

- Submit button – This button will, without asking for confirmation, submit your request pending approval.
 - If there are any errors, a Red banner will appear across the top of the page notifying you that you will not be able to proceed until the errors have been corrected.
 - More detailed errors will appear in red text to the right of the data input field that is in error.

- Clear button – This button will, without asking for confirmation, clear your form. Your work will not be saved.

Create Outpatient Registration - Registration Results

The screenshot shows a web browser window with the following content:

- Address bar: <http://managed-psych10/EReg/ElectronicRegistration.dll/EXEC/5/CCB7E70E983446AB1373E24020030612144506408>
- Page Title: **Registration Results**
- Navigation Links: [Start](#), [Help](#), [Logout](#), [New Registration](#)
- Logo: **COMMUNITY CARE** Behavioral Health Organization
- Table:

Recipient ID	Registration Number	Requested Begin Date	Registration Begin Date	Registration End Date
1234567890	708274	05/23/2003	05/23/2003	05/22/2004

- The above grid displays a summary of important registration information for a request that was approved. Included in this summary information is the registration number. You should always reference the registration number when dealing with Community Care.
- Start link – This link returns you to the start page.
- Help link – This link opens a window with information on who to contact for help.
- Logout link – This link will return you, without asking for confirmation, to the Login page. Your work will not be saved.
- New Registration link – This link will return you to a new, blank outpatient registration form as seen on page seven.

Process Area – Review Existing Registration

http://managed-psych10/EReg/ElectronicRegistration.dll/EXEC/7/CCB7E70E983446AB1373E24020030612144506408

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://managed-psych10/EReg/ElectronicRegistration.dll/EXEC/7/CCB7E70E983446AB1373E24020030612144506408 Go Links

COMMUNITY CARE
Behavioral Health Organization

Select Provider ID
- No Selection -

Recipient ID Date of Birth
/ /

Search

Done Local intranet

- Select the Provider ID; enter the Insured ID and Date of Birth Combination and single click the Search button.
- Start link – This link returns you to the start page.
- Help link – This link opens a window with information on who to contact for help.
- Logout link – This link will return you, without asking for confirmation, to the Login page. Your work will not be saved.

Review Existing Registration – Results

Registration Review [Start](#) [Help](#) [Logout](#)

COMMUNITY CARE
Behavioral Health Organization

Select Provider ID

Recipient ID Date of Birth
 / /

Registration Number	Requested Begin Date	Approved Begin Date	Approved End Date	Registration Status
* 708205	05/23/2003	05/23/2003	05/22/2004	APPROVED
708206	05/23/2003	05/23/2003	05/22/2004	APPROVED
708227	05/23/2003	05/23/2003	05/22/2004	APPROVED
708265	05/23/2003	05/23/2003	05/22/2004	APPROVED
708269	06/01/2003	06/01/2003	05/31/2004	APPROVED
708274	05/23/2003	05/23/2003	05/22/2004	APPROVED

- Note that the results are returned in the same page that you perform the search in. It is also possible that the text “NO RECORDS FOUND” may be returned to you in this grid. If you get this message, please verify that you have entered the Provider ID, Recipient ID, and Date of Birth correctly.
- Use the scroll bar (if applicable) to review more registrations.
- Start link – This link returns you to the start page.
- Help link – This link opens a window with information on who to contact for help.
- Logout link – This link will return you, without asking for confirmation, to the Login page. Your work will not be saved.

Appendix A - Proxy Server Error Screens

