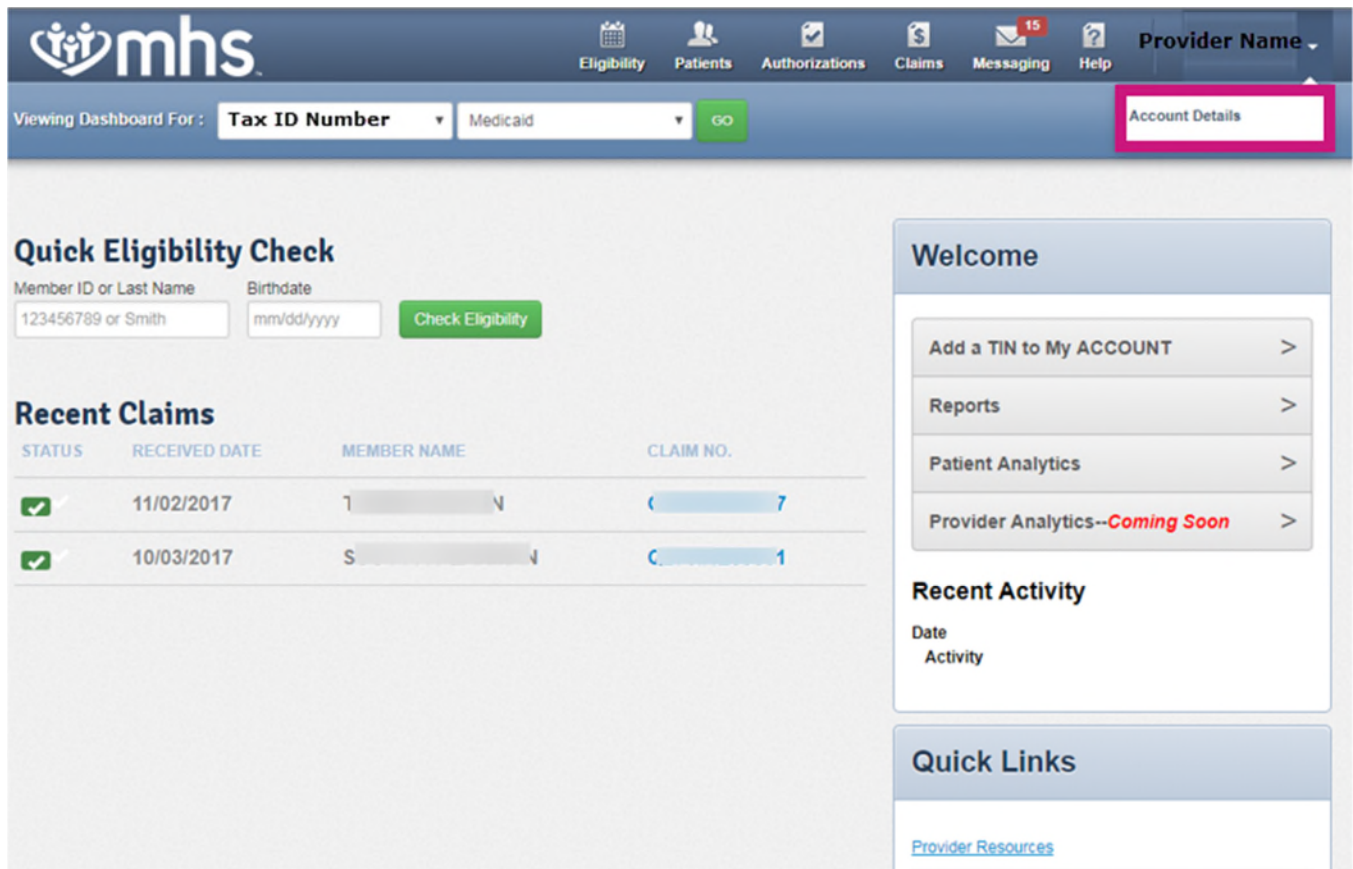


Update Portal Account Details

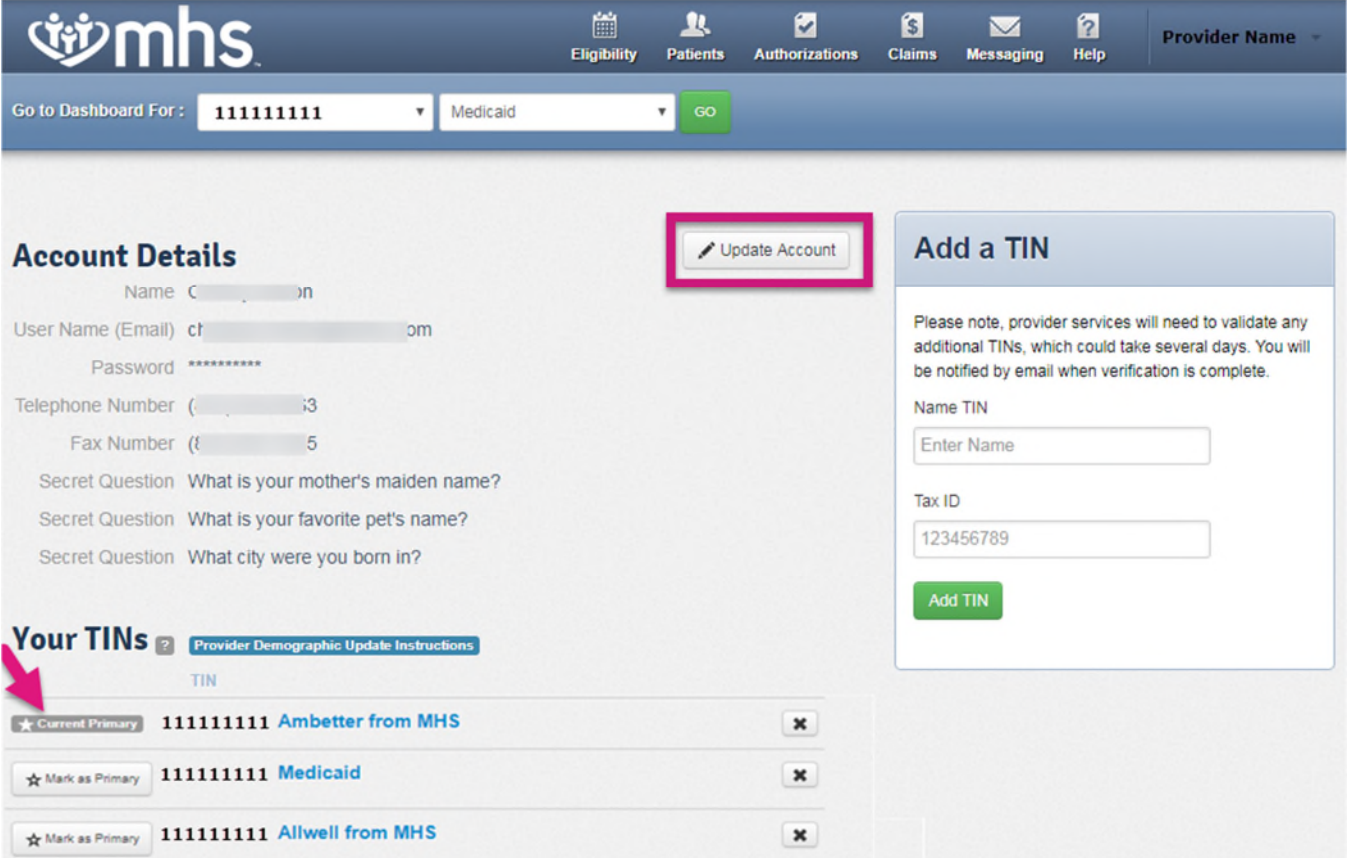
To make updates to your account:

1. Log in to the secure portal.
Select the **drop-down arrow** next to user name in the upper right corner, and click **Account Details**



The screenshot shows the MHS portal dashboard. At the top, there is a navigation bar with the MHS logo and several menu items: Eligibility, Patients, Authorizations, Claims, Messaging (with a notification badge of 15), and Help. On the right side of the navigation bar, there is a 'Provider Name' dropdown menu. Below the navigation bar, there is a section for 'Viewing Dashboard For:' with a dropdown menu set to 'Tax ID Number' and another dropdown set to 'Medicaid', followed by a green 'GO' button. On the far right of this section, the 'Account Details' link is highlighted with a pink rectangular box. The main content area is divided into several sections: 'Quick Eligibility Check' with input fields for 'Member ID or Last Name' (containing '123456789 or Smith') and 'Birthdate' (containing 'mm/dd/yyyy'), and a green 'Check Eligibility' button; 'Recent Claims' with a table showing two claims; 'Welcome' with a list of links including 'Add a TIN to My ACCOUNT', 'Reports', 'Patient Analytics', and 'Provider Analytics--Coming Soon'; 'Recent Activity' with columns for 'Date' and 'Activity'; and 'Quick Links' with a link to 'Provider Resources'.

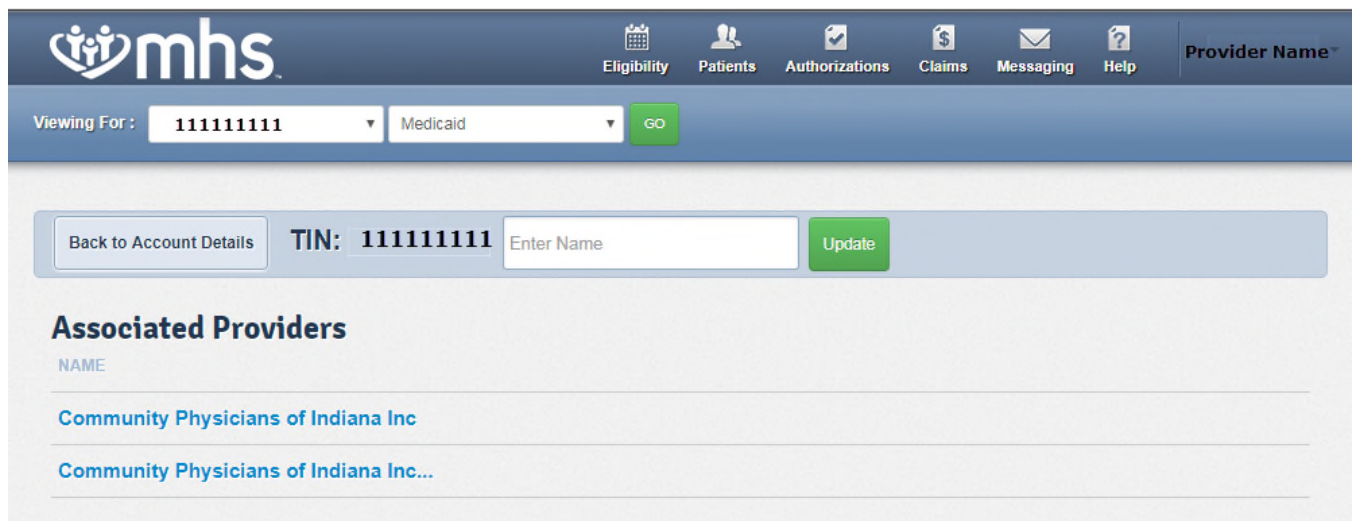
- To update Account Details, click **Update Account**. Access to update the details on the account, and security information.
- Under **Your TINs** you will see the Primary Default TIN for the account, and can select another Plan TIN to **Mark As Primary** or **Remove** an existing TIN.



The screenshot shows the MHS provider dashboard. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help, along with a 'Provider Name' dropdown. Below this is a 'Go to Dashboard For' section with a dropdown menu set to '111111111' and 'Medicaid', and a green 'GO' button. The main content area is divided into two columns. The left column contains the 'Account Details' section, which includes fields for Name, User Name (Email), Password, Telephone Number, Fax Number, and three Secret Questions. A pink box highlights the 'Update Account' button. The right column contains the 'Add a TIN' section, which includes a note about validation, a 'Name TIN' field with the placeholder 'Enter Name', a 'Tax ID' field with the value '123456789', and an 'Add TIN' button. Below these sections is the 'Your TINs' section, which has a pink arrow pointing to it. It contains a table of TINs with columns for status, TIN number, and plan name. The first row is 'Current Primary' with TIN '111111111' and plan 'Ambetter from MHS'. The second row is 'Mark as Primary' with TIN '111111111' and plan 'Medicaid'. The third row is 'Mark as Primary' with TIN '111111111' and plan 'Allwell from MHS'. Each row has a small 'x' icon for removal.

To modify information for a specific Plan TIN, click the individual **TIN** to update.

- Under each TIN, a list of associated providers will appear.
To update information about one of the Associated Providers, click the **blue** name.
A list of possible Service Locations will then appear.



The screenshot shows the mhs provider management interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this is a header with the mhs logo and a 'Provider Name' dropdown. A search bar shows 'Viewing For: 111111111 Medicaid' with a 'GO' button. Below the search bar is a section for 'Associated Providers' with a 'TIN: 111111111' and an 'Enter Name' field with an 'Update' button. The 'Associated Providers' section lists two entries: 'Community Physicians of Indiana Inc' and 'Community Physicians of Indiana Inc...'. A 'Back to Account Details' button is also visible.

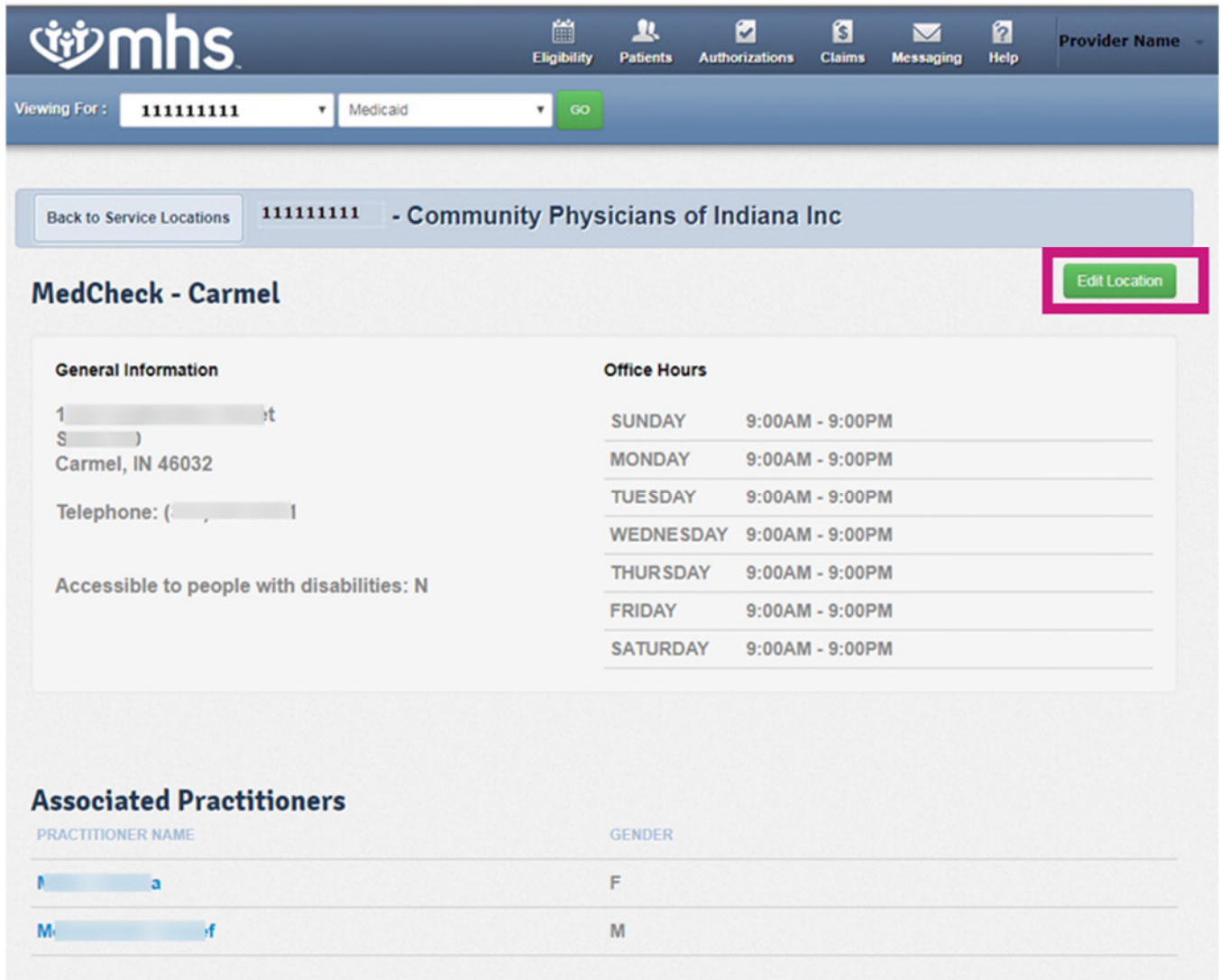
- Click on the **Service Locations** to make additional updates.



The screenshot shows the mhs provider management interface for a specific provider. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this is a header with the mhs logo and a 'Provider Name' dropdown. A search bar shows 'Viewing For: 111111111 Medicaid' with a 'GO' button. Below the search bar is a section for 'Service Locations' with a 'Back to Associated Providers' button and a header '111111111 - Community Physicians of Indiana Inc'. The 'Service Locations' section has a table with columns 'LOCATION NAME' and 'ADDRESS'. The table lists three entries: 'MedCheck - Carmel', 'MedCheck - Noblesville', and 'MedCheck - Anderson'. The addresses are partially obscured by redaction boxes.

LOCATION NAME	ADDRESS
MedCheck - Carmel	11 [redacted] et
MedCheck - Noblesville	9 [redacted] it
MedCheck - Anderson	1 [redacted] d

- Click **Edit Location** to update the location information. This information will update the Find a Provider tool.



Viewing For : 111111111 Medicaid GO

Back to Service Locations 111111111 - Community Physicians of Indiana Inc

MedCheck - Carmel

[Edit Location](#)


General Information	Office Hours
1 [redacted] St Carmel, IN 46032	SUNDAY 9:00AM - 9:00PM
Telephone: ([redacted]) [redacted]	MONDAY 9:00AM - 9:00PM
Accessible to people with disabilities: N	TUESDAY 9:00AM - 9:00PM
	WEDNESDAY 9:00AM - 9:00PM
	THURSDAY 9:00AM - 9:00PM
	FRIDAY 9:00AM - 9:00PM
	SATURDAY 9:00AM - 9:00PM

Associated Practitioners

PRACTITIONER NAME	GENDER
[redacted] a	F
[redacted] f	M



The following Location Information fields are available for edits. Only 1 update within a transaction set is allowed per day.

Eligibility Patients Authorizations Claims Messaging Help Provider Name

Viewing For :

11111111 - Community Physicians of Indiana Inc

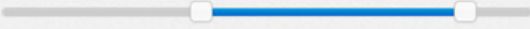

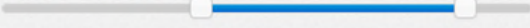
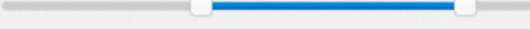
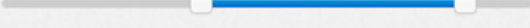
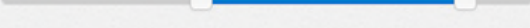
Location Information

Address Line 1	<input type="text" value="1 et"/>
Address Line 2	<input type="text" value="Suite 150"/>
City	<input type="text" value="Carmel"/>
State	<input type="text" value="Indiana"/>
Zip	<input type="text" value="46032"/>
Telephone	<input type="text" value="1"/>
Accessible to people with disabilities	<input type="text" value="No"/>



Update **Location Office Hours** and save changes by clicking **Save Location**.

Location Office Hours

DAY	OPERATING HOURS
SUNDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
MONDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
TUESDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
WEDNESDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
THURSDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
FRIDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> 9:00 AM To 9:00 PM 
SATURDAY	Closed Open 24 Hours <input type="button" value="Choose Hours"/> From 9:00 AM To 9:00 PM 