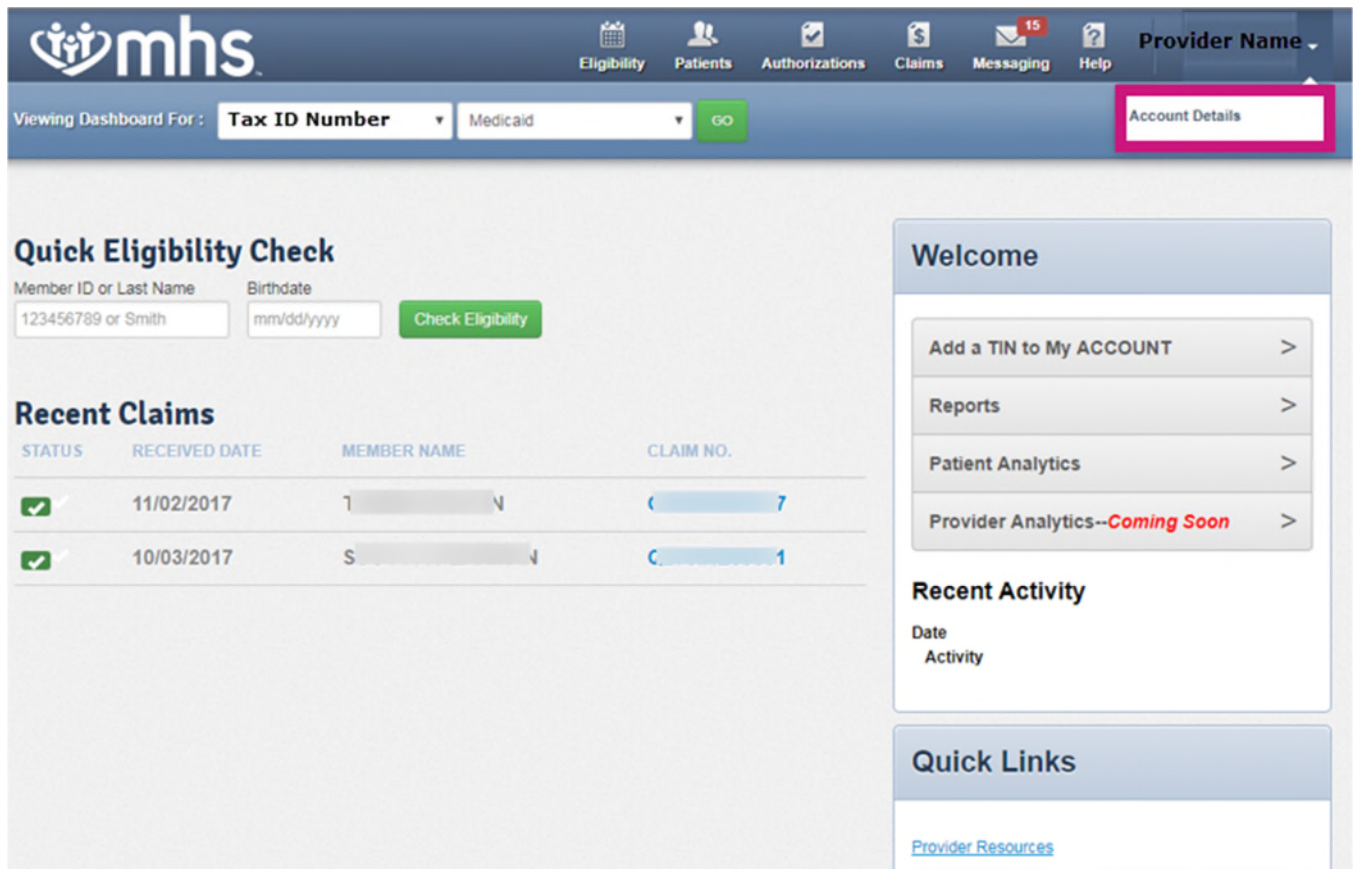


Update Portal Account Details

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**



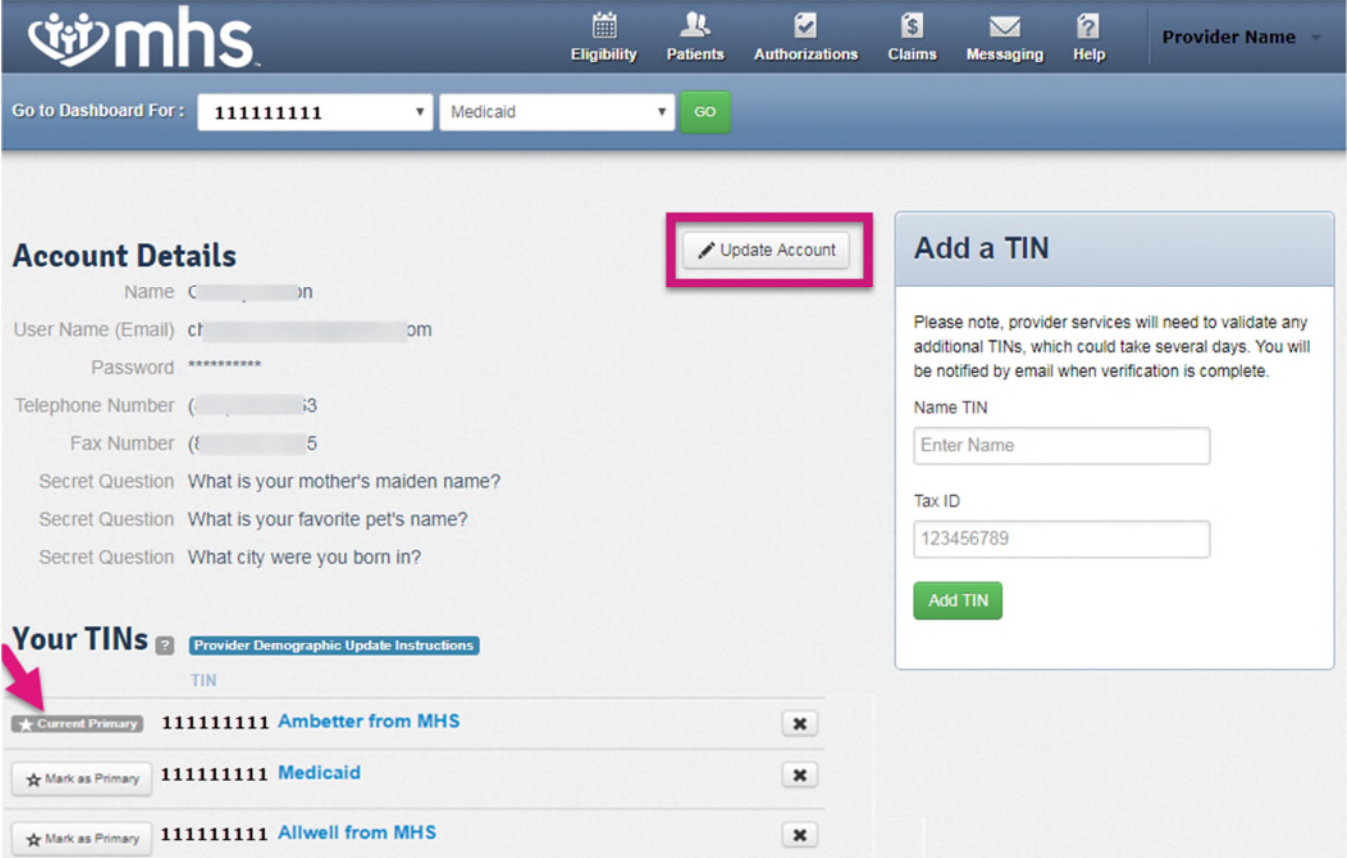
The screenshot shows the MHS portal dashboard. At the top, there is a navigation bar with the MHS logo and several menu items: Eligibility, Patients, Authorizations, Claims, Messaging (with a notification badge of 15), and Help. On the right side of the navigation bar, there is a 'Provider Name' dropdown 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. To the right of this section, there is a pink rectangular box highlighting the 'Account Details' link in the top right corner of the dashboard.

Below the navigation bar, the dashboard is divided into several sections:

- Quick Eligibility Check:** A section with two input fields: 'Member ID or Last Name' (containing '123456789 or Smith') and 'Birthdate' (containing 'mm/dd/yyyy'). A green 'Check Eligibility' button is located to the right of the birthdate field.
- Recent Claims:** A table with columns: STATUS, RECEIVED DATE, MEMBER NAME, and CLAIM NO.

STATUS	RECEIVED DATE	MEMBER NAME	CLAIM NO.
✓	11/02/2017	T [REDACTED] N	7
✓	10/03/2017	S [REDACTED] N	1
- Welcome:** A section with a list of links: 'Add a TIN to My ACCOUNT', 'Reports', 'Patient Analytics', and 'Provider Analytics--Coming Soon'. Each link has a right-pointing arrow.
- Recent Activity:** A section with a table header: 'Date' and 'Activity'.
- Quick Links:** A section with a link: '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.

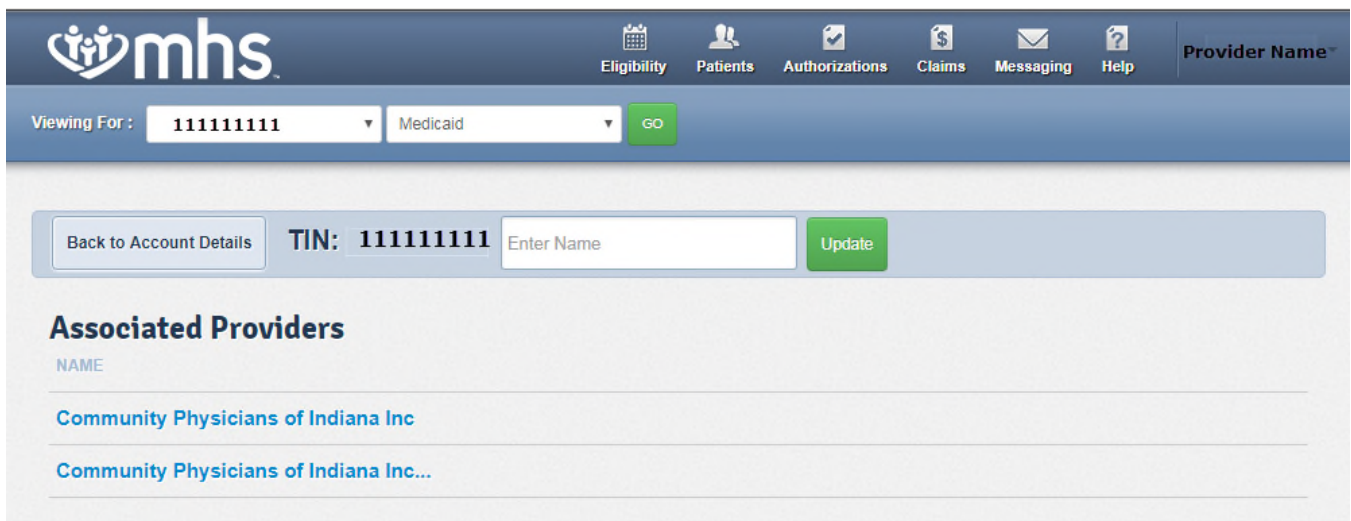
The main content area is divided into two columns. The left column is titled 'Account Details' and contains a form with fields for Name, User Name (Email), Password, Telephone Number, Fax Number, and three Secret Questions. A pink box highlights the 'Update Account' button in the top right of this section. The right column is titled 'Add a TIN' and contains a text box for 'Name TIN' (with 'Enter Name' as a placeholder), a 'Tax ID' field (with '123456789' as a placeholder), and a green 'Add TIN' button.

Below the 'Account Details' section is the 'Your TINs' section, which has a pink arrow pointing to it. It features a 'Provider Demographic Update Instructions' link and a table of TINs:

TIN	Plan Name	Actions
★ Current Primary 111111111	Ambetter from MHS	✕
★ Mark as Primary 111111111	Medicaid	✕
★ Mark as Primary 111111111	Allwell from MHS	✕

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 web portal 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.

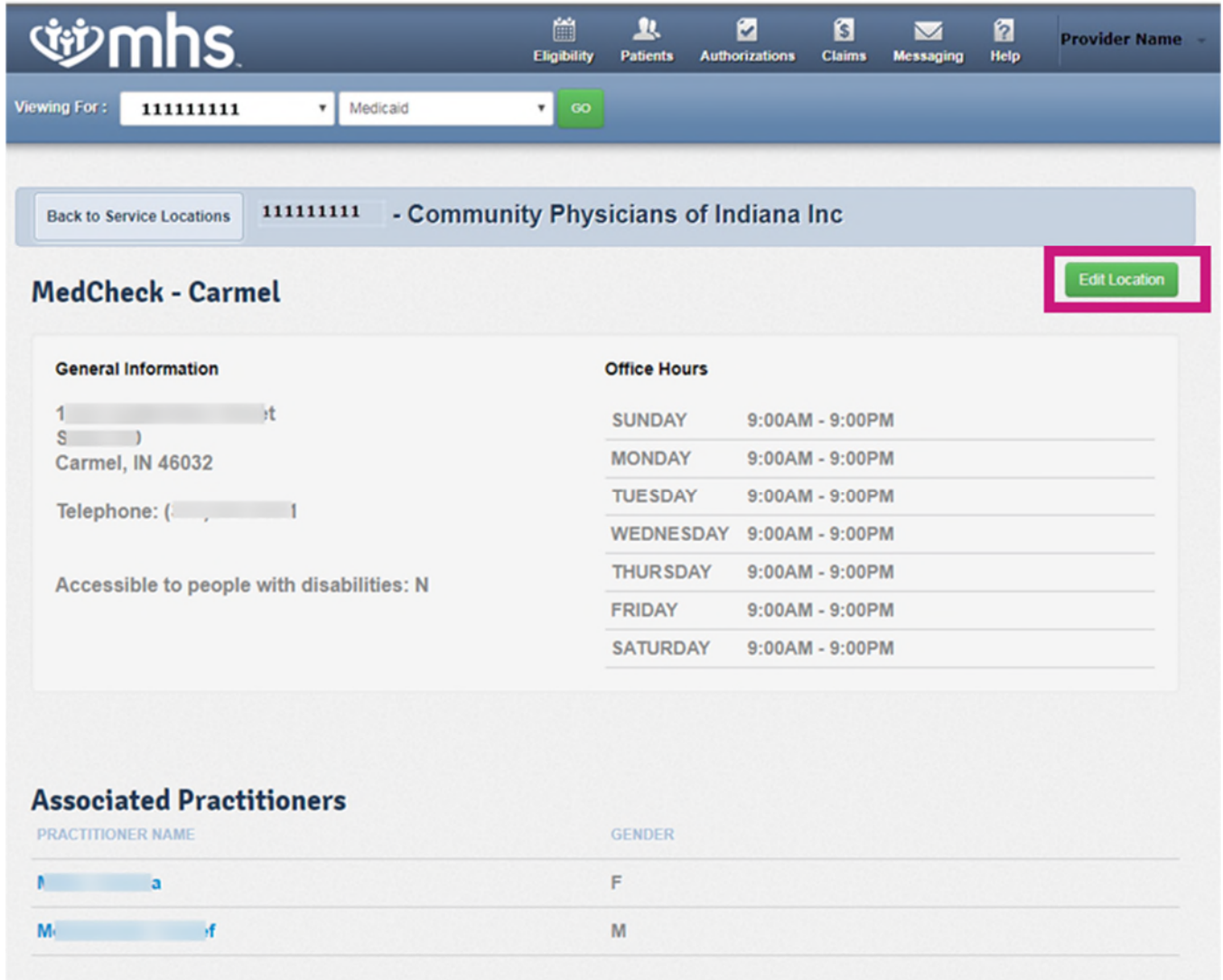
- Click on the **Service Locations** to make additional updates.



The screenshot shows the mhs web portal 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 'Service Locations' with a 'Back to Associated Providers' button and a '111111111 - Community Physicians of Indiana Inc' header. The 'Service Locations' section lists three entries: 'MedCheck - Carmel', 'MedCheck - Noblesville', and 'MedCheck - Anderson'. Each entry has a corresponding address field.

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] t S [redacted] 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
M. [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 :

[Back to Location Summary](#) **11111111 - Community Physicians of Indiana Inc**

Location Information

Address Line 1

Address Line 2

City

State

Zip

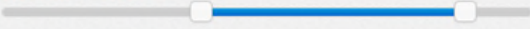

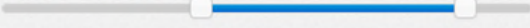
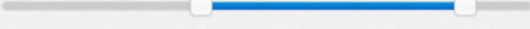
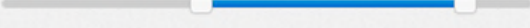
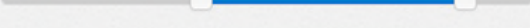
Telephone

Accessible to people with disabilities



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 