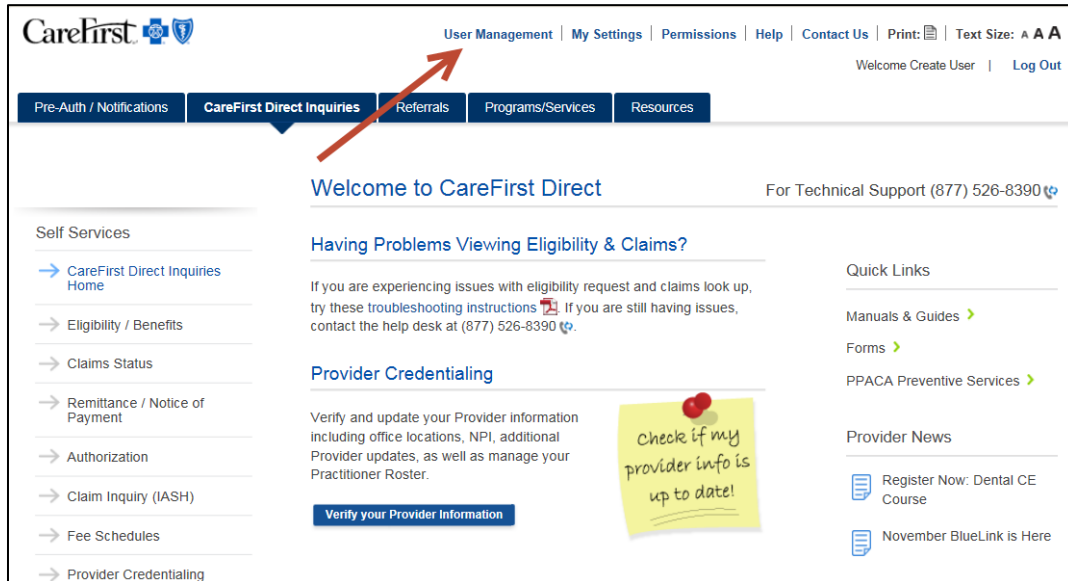
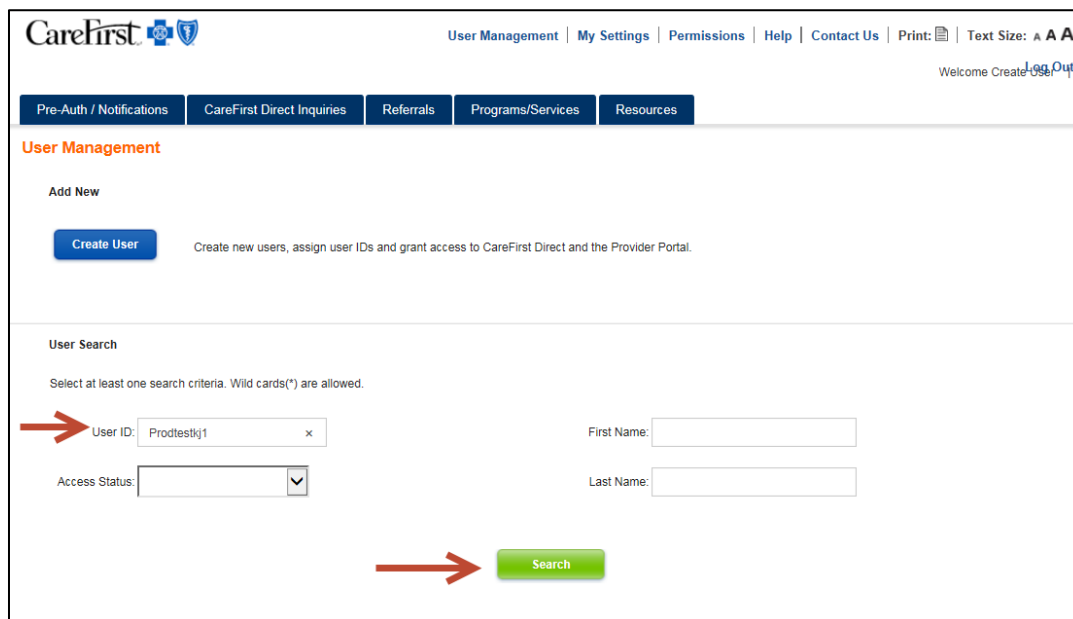


For Office Administrators: **Assigning the “Provider Credentialing Updates” Role**

- 1) Select *User Management*.



- 2) Enter the user ID they are updating into the “User ID” box and then click *Search*.



CredUpdateAdmin (11/14)

3) Click on the user ID.

View Users

The following people for your organization are already registered for access to CareFirst Direct and the Provider Portal. Please select the User ID to modify the user's profile, reset the password or reset the challenge responses.

Search Results: 1 Users Found 10 per page

#	User ID	Last Name	First Name	Access Status
1	Prodtestkj1	User	Create	Active

Page 1 of 1 Displaying users 1 - 1 of 1

New Search Create User

4) Click *Modify User*.

CareFirst

User Management | My Settings | Permissions | Help | Contact Us | Print | Text Size: A A A

Welcome Create User Log Out

Pre-Auth / Notifications | CareFirst Direct Inquiries | Referrals | Programs/Services | Resources

View User

User Profile Information

User ID: Prodtestkj1

Start Date: 11/ 01/ 2014

End Date: 11/ 01/ 2039

Phone:

Ext:

Fax:

Pager:

First Name: Create

Middle Initial:

Last Name: User

Full Name: Create User

Tax ID: 520595110

Email: abc@carefirst.com

Who is the user:* Office Manager

Password Status: Active


Security Questions Status: Set


Reset Password

Reset Security Questions

Set User Permissions

Access Assigned
CareFirst Direct Access: Admin
Authorizations
Claims Status & Claim Inquiry (IASH)
Fee Schedules
Remittance / Notice of Payment
Eligibility / Benefits
Referrals

 You must set user permissions when selecting Claims Status & Claim Inquiry (IASH) or Fee Schedule access. To set user permissions, click on the **Set User Permissions** button.



Modify User Return to Users

- 5) Select the corresponding checkbox for the “Provider Credentialing Updates” role and then click *Submit*.

Modify User

User Profile Information

*Indicates required field

User ID
Prodtestkj1

First Name *

Middle Initial

Last Name *

Full Name

Tax ID
520505110

Email *

Who is the user *
 ▼

Start Date *
11/ 01/ 2014

End Date *
 / /

Phone

Ext

Fax

Pager

Password Status
Active

Security Questions Status
Set

#	Access for CareFirst Direct	Assigned
1	Admin for Office Managers Only	<input checked="" type="checkbox"/>
2	Authorizations	<input checked="" type="checkbox"/>
3	Claims Status & Claims Inquiry (IASH) *If you assign this role, you must set Claims Status Permissions.	<input checked="" type="checkbox"/>
4	Fee Schedules *If you assign this role, you must set Fee Schedule Permissions.	<input checked="" type="checkbox"/>
5	Provider Credentialing Updates	<input type="checkbox"/>
6	Remittance / Notice of Payment	<input checked="" type="checkbox"/>
7	Eligibility / Benefits	<input checked="" type="checkbox"/>
8	Referrals	<input checked="" type="checkbox"/>

Select All ☐

The user may need to log off and log back in for the system to recognize their new role.