

family of health care plans.

Provider Portal User's Guide CREATING A PCMH USER



The following steps are to be used by your office's Portal Administrator to create new users in the CareFirst Patient-Centered Medical Home (PCMH) Provider Portal.





Click on 'User Management'.

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Nome Roster Referrals CareFirst Direct Providers & Physicians User Management Add New		
Add New		
Add New		
Create User Create new users, assign user IDs and grant access to CareFirst Direct and the Provider Portal.		 Click on 'Create User'.
Select at least one search criteria. Wild cards(*) are allowed.		••••
User D First N	ine[]	

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rta red@domain.com		
Who is the user *		
Select One •		
PCMH access needed *		

Complete all of the required fields. Note—the user id must be unique. No other user in our systems can have he same user id.

Create User		
"indicates required field		
User ID *	Start Date *	
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rta.red@domain.com		
Who is the user !		
Select One		
Select One		
Office Manager		
Nurse Practitioner		
PCP		

PCMH	access needed		
		Select All	13
	Permission for Carefirst Direct	Ass	signed
1	Admin for Office Managers Only		
2	Apprain		83
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5	Referrain		Ø
•	Permission for PCMH Applications	Ass	signed
6	Admin		8
7	Consent		9
8	PCMH Base		121
9	Restricted Access Associate		621
10	Workflow		2
	Permission for PCP/Nurse Practitioner	Asi	signed
11	Care Plan Submasion		17
- 2	Vedication Reconciliation		123

Be sure to indicate that PCMH access is required. Then, click the 'Submit' button.

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have successfully co w User	empleted Step 1 in creating yo	ur new user. Please clic	k the Reset Password butto	n at the bottom of the page to gr	et a temporary password for	your
ser Profile Informati	ion					
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Access Assigned Carefirst Direct Access:	Elgbity Referrais Medil	Primary Care Medical Home Access: y User Reset Pass	Care Plan Submission Consent Nedication Reconciliation PCI/N Base Restricted Access Associativ Workflow word Reset Challeng	e De Questions Return to Users		

the user temporary sword exactly appears on screen. case sitive.

Want to Learn More?

We offer a variety of webinars and seminars for your PCMH. To register, visit www.carefirst.com/providers > Seminars & Training or call our enrollment hotline at 877-269-2219.