

# Quick Reference Guide: Provider Homepage

## Steps:

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Once logged into PNM, there are multiple buttons on the homepage:

**Menu:** The menu can be accessed by clicking on the three-bars in the top left-hand corner of the screen. This will provide you with access to the Provider Directory, Learning Resources, Provider Financials, My Profile, Contact Us, and other key information for the Provider.

**Select Provider:** This button allows you to move Providers to your OHID account that match your existing email account.

**Pending Agent Requests:** This button allows you to approve any Agents that wish to have access to Provider records to Submit Claims, Run Reports, and other functions.

**Account Administration:** This button is used when a Provider Administrator wishes to transfer the Provider to another Account

**\*DD Account Administration (may appear for CEO Certified Providers):** Allows for review of user activation, facilities, and contacts associated to the user ID

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The table displays all Providers entered under your login.

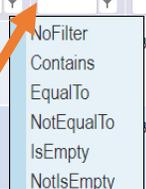
For table heading definitions, See Page 3 of this guide



Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
<input type="text"/>	<input type="text"/>	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>					
<a href="#">480210</a>		Submitted	36 - Podiatrist Individual						43231 - 4134		11/09/20	
<a href="#">480227</a>		Complete	35 - Optometrist Individual			Optometry			43231 - 4134	08/18/21	11/09/20	08/18/24
<a href="#">480228</a>		Complete	36 - Podiatrist Individual			Podiatry			43231 - 4134	11/10/20	08/12/21	11/10/23

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<a href="#">480227</a>		Complete	35 - Optometrist Individual			Optometry			231 - 4134	08/18/21	11/09/20	08/18/24
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You can filter the column heading by typing in the space next to the funnel icon and clicking or clicking the arrow to sort by the drop-down menu

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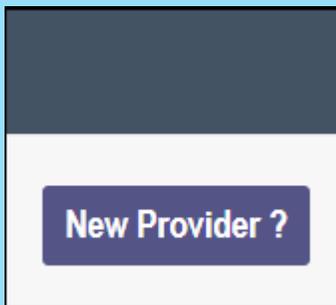
The status of the provider file will display under the 'Status' header

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Page size:

Sort through multiple pages by selecting the page number and/or the page display size

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To begin a new application, click 'New Provider?'

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**Reg ID:** A registration ID assigned to the provider file when a new application is created in PNM (*this is a clickable hyperlink to access more Provider options*)

**Provider:** Lists the name of the Provider (*this is a clickable hyperlink to access more Provider options*)

**Status:** Displays the current Status of the Provider file within PNM

**Provider Type:** Lists the specific Provider Type and Number

**NPI:** Lists the Provider's National Provider Identifier (NPI)

**Medicaid ID:** Lists the Medicaid ID number assigned to the Provider (*for new Providers this assignment occurs after full review and completion*)

**Specialty:** Lists the primary specialty indicated by the Provider

**DD Contract Number:** Displays the DODD Contract Number(s) associated to the registration

**DD Facility Number:** Displays the DODD Facility Number(s) associated to the registration

**Location:** Displays the location of the Provider

**Effective Date:** Lists the Effective Date of the Provider

**Submit Date:** Displays the date the new application, update, or revalidation/reenrollment was submitted

**Revalidation Due Date:** Displays the date that the Provider will need to complete the revalidation/reenrollment