

The Provider Network Management (PNM) Provider Training

Overview

The Provider Network Management (PNM) Provider Training is organized into three trainings with an optional question and answer session. We recommend completing the Sign On & Setup session *first* as it explains how to log into the PNM module. This course can be followed by either the New Enrollment or the Updates & Revalidation courses, depending on what the user will be doing in the PNM.

- Virtual training sessions will cover each of these topics in a specific session
 - **Sign On & Setup:** 1.5 hours
 - **New Enrollment:** 2.5 hours
 - **Updates & Revalidation:** 2.5 hours
- In-Person training sessions will cover each of the topics listed above in a 4-hour session.

Training Courses

Sign On & Setup of Agents and Administration

[Recommended for all who will access the PNM module.](#)

This course outlines the login process for PNM. It also covers the pre-registration steps (linking existing providers in MITS to new PNM login credentials), general navigation of PNM, administrative functionalities, and the ability to edit agents and assign roles. The Sign On & Setup training session is helpful to all users who will access the PNM module.

New Enrollment

[Recommended for all who may enroll a new provider in Ohio Medicaid.](#)

The New Enrollment course will cover how to complete a new enrollment application for Medicaid. This training session teaches the steps to complete for a new provider enrollment application for the Ohio Department of Medicaid (ODM) in the PNM module. We encourage anyone who may enroll a new provider in Ohio Medicaid to attend this training session.

Updates & Revalidation

[Recommended for providers or completes tasks on behalf of a provider.](#)

This training covers how to make an update to a provider's record and complete a revalidation. Also covered are the steps and screens to update a provider record and how to complete a revalidation/reenrollment for ODM in the PNM. This course also covers how to access the Self-Service functions panel (Remittance Advice, Claims, Prior Authorization, etc.) in PNM. Anyone who is a provider in MITS today or completes tasks on behalf of a provider would benefit from the Updates & Revalidation course.

Ask Me Anything Sessions

Recommended for those who may still have questions.

Questions are encouraged in all our training sessions. The Ask Me Anything sessions offer an open forum for anyone who has attended any training sessions but still has questions.

How to Register

To sign up for training sessions, follow these [instructions](#) to register for on our Learning Management System, Absorb. You can also view a comprehensive schedule by [here](#).

Once registered, you can access the Learning Management System by going to <https://ohiopnm.myabsorb.com>. You will then access training materials and sign up directly for virtual, in-person, or complete self-paced e-learning training sessions.