Accessing ProviderOne through OneHealthPort

Step 1: Go to OneHealthPort's single sign-on page at www.onehealthport.com/sso

Step 2: Click on the ProviderOne logo:

Participating Sites			
embetter von einstindetaus.	CareOregon	🙊 Cigna.	COMMUNITY HEALTH PLAN
coordinated care.	First Choice Health.	🚯 health net	InterCommunity 🌮 Health Network CCO
KAISER PERMANENTE. Origina and Southwest Weshington	KAUSER PERMANENTE. Washington	LifeWise	≯LifeWise
moda	MOLINA	Optum	PacificSource
		PREMERA	
Provider	🏀 Samaritan Health Plans	St Luke's + Health Plan	

Step 3: Sign in using your **OneHealthPort** Subscriber ID (example: OHPjsmith123) and password:

<i>One</i> HealthPort		Provider	
Subscriber ID:	User Name		
Password:	Password		
	LOGIN		
	This login page requires that you have registered as a OneHealthPort Subscriber.		
	I'm not a OneHealthPort Subscriber but would like information on subscribing Forgot My Password		

Step 4: Select the district's ProviderOne domain number from the drop down and then click 'Go'.

Step 5: Choose the the EXT Provider Super User profile and then click 'Go'.*

Step 6: You should now be at the ProviderOne main page and can <u>enroll</u> new providers, review the district's <u>remittance advices</u>, view the district's information, etc.

*Note: If the *EXT Provider Super User* profile is not one of the options on the drop-down list, the district's OHP Administrator must add the 'Office Manager' role to your subscriber profile within OHP. Directions on how to add the Office Manager role can be found on the next page.

Adding the Office Manager Role in OneHealthPort

Note: The district's OHP Administrator is the only one who can assign roles and add subscribers in OHP.

Step 1: Go to OneHealthPort's single sign-on page at www.onehealthport.com/sso

Step 2: Click on "Administrator Login":

OneHealthPort SSO SSO Home Login Register Manage Account MFA Support FAQ: About Notice: Availity access through OneHealthPort is unavailable at this time. For direct access, go to the Availity and log in using your Availity credentials. We will update you when access is available. Click on the logo to quickly access the participating site. For more detailed information, select the participating site in the dropdo	
SSD Home Login Register Manage Account NFA Support FAQs About Notice: Availity access through OneHealthPort is unavailable at this time. For direct access, go to the Availity and log in using your Availity credentials. We will update you when access is available. Click on the logo to quickly access the participating site. For more detailed information, select the participating site in the dropdo	
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Click on the logo to quickly access the participating site. For more detailed information, select the participating site in the dropdo	y site
	own.
Administrater login	
Select a Participation Site	~

Step 3: Log-in using your OneHealthPort credentials:

<i>One</i> Hea	lthPort	Provider
Subscriber ID:	[ber Name	
Password:	Password	
	LOGIN	
	This login page requires that you have registered as a OneHealthPort Subscriber.	
	I'm not a OneHealthPort Subscriber but would like information on subscribing Forgot My Passwort Forgot My Subscriber ID	

Step 4: Click on "Add Subscriber Roles":

This site allows you to manage the OneHealthPort accounts of all Subscribers and your Organizat nominate additional Administrators.	ion. You may add and delete Subscriber accounts and edit existing accounts. Additionally you may edit your Organization's profiles and
Subscriber Administration Menu	Organization Menu
Intrinited Subscriber Provide an OrdP Credential (Subscriber ID) to another person. Integra Gubacober Index Personnel Index Personnel Motifies doubcriber Motifies Resend Activation Code	Add Edet Tax ID Add Admutster Renove Administer Create Sub-Organization List Users
Administrator User Guide Subschrief User Order Getting Started Guide for ProviderSource ABOUT CHP CONTACT US	

Step 5: Choose the district's ProviderOne domain from the drop-down

Step 6: Choose the subscriber you want to update from the drop-down

Step 7: Click on "Office Manager" and then click "Next":

Con Selec	nmunity Roles t the community roles for the	e Subscriber	Onel	lealthPort
Pieda	e select community role(s) for this Sab	scribe		
	Role	Description		
	EFT Administrator	Electronic Funds Transfer administrator.		
100	Licensed practitioner	Practitioner role necessary for access to ProviderSource.		
12	Licensed nurse	Practitioner role necessary for access to ProviderSource.		
	Medical assistant			
	Other service provider			
12	Billing specialist			
10	Referral coordinator			
7	Office manager			
10	Office worker			
12	QA Report Manager	Role for accessing/managing PSHA quality reports.		
12	Medical Director			
12	Quality reports (view only)			
10.	Quality Reports and Data Entry			
12	Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.		
			Cancel	Next