

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:



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

OneHealthPort ProviderOne

Subscriber ID:

Password:

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](#)
[Forgot My Subscriber ID](#)

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 [enroll](#) new providers, review the district's [remittance advices](#), view the district's information, etc.

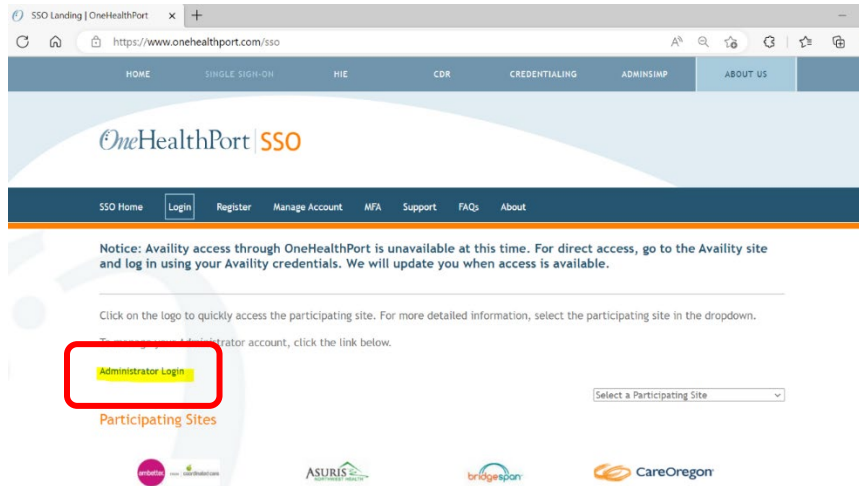
*Note: If the *EXT Provider Super User* profile is not one of the options on the drop-down list, the district's OHP Administrator must add the 'Office Manager' role to your subscriber profile within OHP. Directions on how to add the Office Manager role can be found on the next page.

Adding the Office Manager Role in OneHealthPort

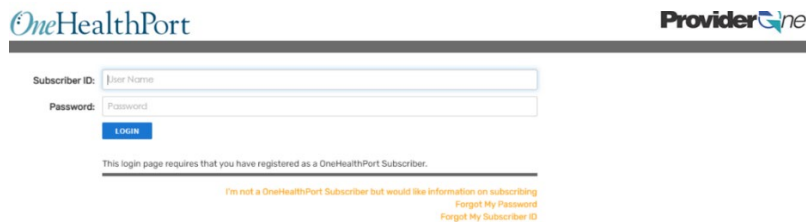
Note: The district's OHP Administrator is the only one who can assign roles and add subscribers in OHP.

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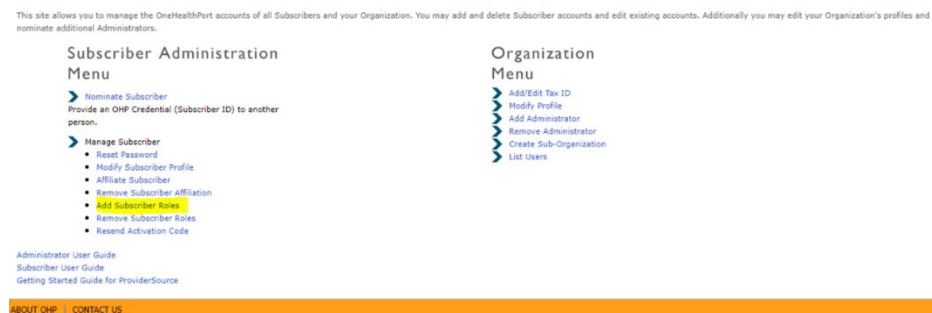
Step 2: Click on "Administrator Login":



Step 3: Log-in using your OneHealthPort credentials:



Step 4: Click on "Add Subscriber Roles":



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":

The screenshot shows the 'Community Roles' selection interface in OneHealthPort. The title bar reads 'Community Roles' and 'Select the community roles for the Subscriber'. Below the title bar, there is a prompt: 'Please select community role(s) for this Subscriber...'. A table lists various roles with checkboxes and descriptions. The 'Office manager' role is selected, indicated by a checked checkbox and a red box around the row. At the bottom right, there are two buttons: 'Cancel' and 'Next', with the 'Next' button highlighted by a red box.

Role	Description
<input type="checkbox"/> EFT Administrator	Electronic Funds Transfer administrator.
<input type="checkbox"/> Licensed practitioner	Practitioner role necessary for access to ProviderSource.
<input type="checkbox"/> Licensed nurse	Practitioner role necessary for access to ProviderSource.
<input checked="" type="checkbox"/> Medical assistant	
<input type="checkbox"/> Other service provider	
<input type="checkbox"/> Billing specialist	
<input type="checkbox"/> Referral coordinator	
<input checked="" type="checkbox"/> Office manager	
<input type="checkbox"/> Office worker	
<input type="checkbox"/> QA Report Manager	Role for accessing/managing PSHA quality reports.
<input type="checkbox"/> Medical Director	
<input type="checkbox"/> Quality reports (view only)	
<input type="checkbox"/> Quality Reports and Data Entry	
<input type="checkbox"/> Credentialing Manager	Non-practitioner role necessary for data entry access to ProviderSource.