MCC New User Instructions for Provider

Before Starting: It may be helpful to have these documents available: license(s), DEA, board certification(s), malpractice insurance, copy of MN Uniform Application or CV.

Help Resources: complete detailed instructions can be found in the User Manual or individual page help can be found in Page Help located at top right corner of each screen.

Simple Steps to Electronic Application Processing

Account Registration

- You will need your social security number, telephone number and e-mail address.
- Go to www.credentialsmart.net/mccprac and click Individual Provider.
- Enter all information and click "Submit". A fee will be charged and expires based on term chosen. Your Subscription Code (PRAC) will be emailed to the email address.
- If you are associated with a clinic group, you will need to get your Subscription (PRAC) from your clinic contact.
- Go to www.credentialsmart.net/mcc and click "New User Registration".
- Read User Agreement and click Accept terms and click "Next".
- Complete the registration screen and hit submit. Keep a copy of your password in a secure spot.
- You will receive an email with your username and the link to open your ApplySmart account. Save this information for future use.
- Log into www.credentialsmart.net/mcc and click on "Account" on the left navigation bar and click on "Update Authorization Code" and choose your authorization code which represents your "Electronic Signature".
- Make sure to write down your **User Name, Password, & Authorization Code** and store it in a secure spot. The authorization code serves as your **"electronic signature**."

Giving Clinic Administration Access to Your Information - Optional

- On left navigation bar, go into "Account". Chose "Select who can view, manage or submit my data". Click on "Add Provider Group".
- Search for clinic name and answer primary question. This clinic will be able to add, edit or delete information on your behalf. The clinic can not submit application on practitioner's behalf.

Step 1: Edit or Add Your Information

- Select **"Application**" from the top navigation bar**.**
- **Fill-out application.** Review and complete each screen below the "Step One" header on the left-hand navigation bar and complete **all fields that pertain, NOT just bolded fields**. (See user manual for detailed instructions in Help & Tutorials on the left navigation bar.)
- Or Update information that has changed.

Remember to click the "Save or Submit" button at the bottom of every page. This saves the data on each page.

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Step 2a: Select Your Preferences (Preferences are hospitals and/or health plans receiving your data).

- Select "Preferences" on the left navigation bar and choose the organization that you would like to send your application to.
  - Search by your state
  - Select your desired hospital(s) an/or health plan(s)

Step 2b: Review & Attach Required Documents

Each Preference has entity specific documents that are required.

- You can electronically sign documents using your Authorization Code if a "Sign" button is available.
- If a "Sign" button is not available, click "View" and use option 2 to use the fax feature. Print the fax cover sheet. Click on a required form name and print form. Complete form and fax it to the number on the fax sheet. The document will appear with a recorded date within 1 hour after faxing.
- For more information on Upload or Import options – see page help.

Step 3: Attach Additional Documents

- You can include copies of your documents, such as diplomas, license(s), board certifications, DEA, ECFMG, malpractice certificate(s) and other items with your application.
- Click "Image List", and click "Add New Document". You can upload a PDF document or can fax. The ApplySmart technology converts the fax to an image and you can name it and attach it to your application within 1 hour. Each faxed page will become a single image file.

Step 4a: Audit/Review Application

- **On left Navigation Bar,** Click "Send Application", select the appropriate application type and your desired recipient(s).
- After application is audited, a "Red" box will appear indicating missing or incomplete items that are required. Application can not be submitted until all required items are completed. Repeat audit steps until no "Red" box appears. Application is ready for submission.

Step 4b: Preview & Submit Application to each Preference

- **Send your application!** Click on "Send Application" on left navigation bar, select the appropriate application type and your desired recipient(s) and click "Submit".
- Select the documents you want to include with your application.
- Click "Confirm" button on billing summary.
- Click Preview Application to view application in PDF format.
- Enter your provider's authorization code and click "Submit Application"
- Click "Generate Application Packet" to save a PDF copy of the application or print a copy for your records.
- To check status of your application, click "Send Status" from the left navigation bar.

To Submit to Next Organization

- Repeat Step 4b

Step 5: Print Copy for your Record

- Click "Generate Application Packet" to print a copy of the MN Uniform Application with any attachment for your personal use. This copy is watermarked as such. **This option is available after sending to each organization (preference).**

MCC New User Instructions:

Advanced Functionality

Managing Group Sites

Are you a group practice administrator? ApplySmart eliminates your need to enter data twice that is common to more than one of your providers. You can create “Physician Sites” that captures data common to multiple practitioners and attach this site to multiple practitioners.

Step 1. Click on the “Admin” button on the top navigation bar.

Step 2. Click on the “Provider Sites” link.

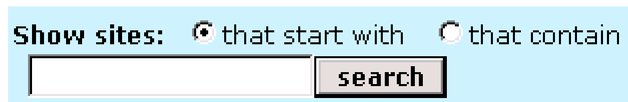
Step 3. Click on “Create New Office Location” to create a new site or click on an existing site to update information. (Updating information for an existing site changes information for every practitioner attached to the site.) Enter/Change the information on this site. Click “Submit”

Step 4. Enter the rest of the “common data” using the button(s) as your guide.

Step 5. Go to an individual application. Click on “Records” and choose the individual you wish to “Edit”.

Step 6. Click on the “Office Details” link on the left-hand navigation bar. Click on “Attach existing office location:

Step 7. Search for the site you created. Use % for wildcard to search all.



Step 8. Attach site to the application

Step 9. Supplement the common site information with data that is specific to this practitioner by using the button(s) as your guide.

Tracking Your Application

Step 1: Go to Status Screen—Once you have successfully sent your application, ApplySmart gives you the ability to track the progress of your application. To view your application’s status, simply click on “Send Status” on the left navigation bar to see if you have received an electronic update.

Step 2: View Messages—From the “Send Status” screen, you can view messages from hospitals and health plans.

Click here to see a complete status note.

Status	Item	Organization	Date Time (CST)
Received	Initial	MN Health Plan A	01/12/2009 01:41:18 PM

This status message can include a written message from a hospital and/or health plan. For specific questions, please contact hospital and/or health plan directly.

Step 3: View Submission History—From the “Send Status” screen, you can view an audit history of all the applications you have sent to hospitals and insurers. ApplySmart provides you with the time and date you sent an application and the corresponding times and dates when an application was received, viewed and accepted by the receiving entity.

Customer Support

For customer support, contact MN Credentialing Collaborative (MCC) customer service at customer.support@mncred.org or 651-789-0113. Please include your name, telephone number, and support needs. A customer service representative will contact you during customer support hours or within 24 business hours from request. Customer Support hours are Monday – Friday 7:00 a.m. – 6:00 p.m.