

# **Step-by-Step Instructions:**

How to Use the CMAP Web Portal to

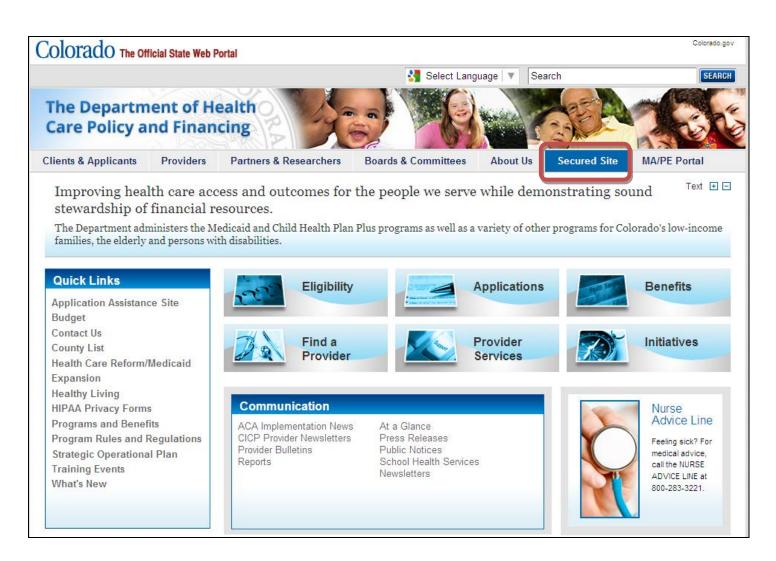
Opt-In/Out with a RCCO as a PCMP

Version 1.0 August 13, 2013



# Step-by-Step Instructions

	Step	Description
Ī	1.	Go to the Department's website, <u>www.colorado.gov/hcpf</u> .
	2.	Select the link for <b>Secured Site</b> .



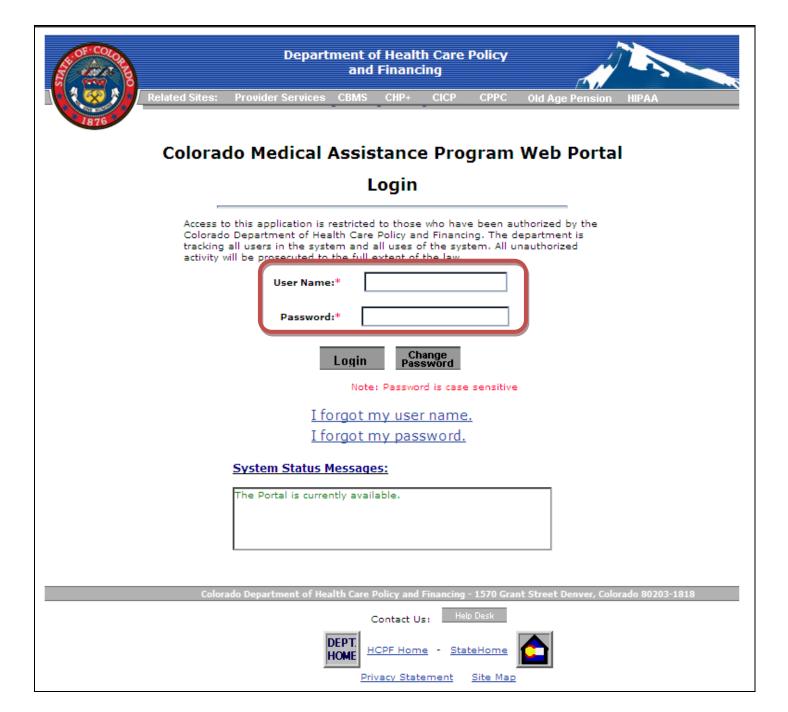


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt In/Out with a RCCO as a PCMP

# Step Description

The Web Portal Login screen will open in a separate browser window. Enter your **User Name** and **Password** and then click the **Login** button to log into the Web Portal.





# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt In/Out with a RCCO as a PCMP

# Step Description

After logging into the Web Portal successfully, you will be taken to the Main Page, shown below.

4. Your main menu options (on the left-hand side of the screen) will not contain as many options as what you see here.

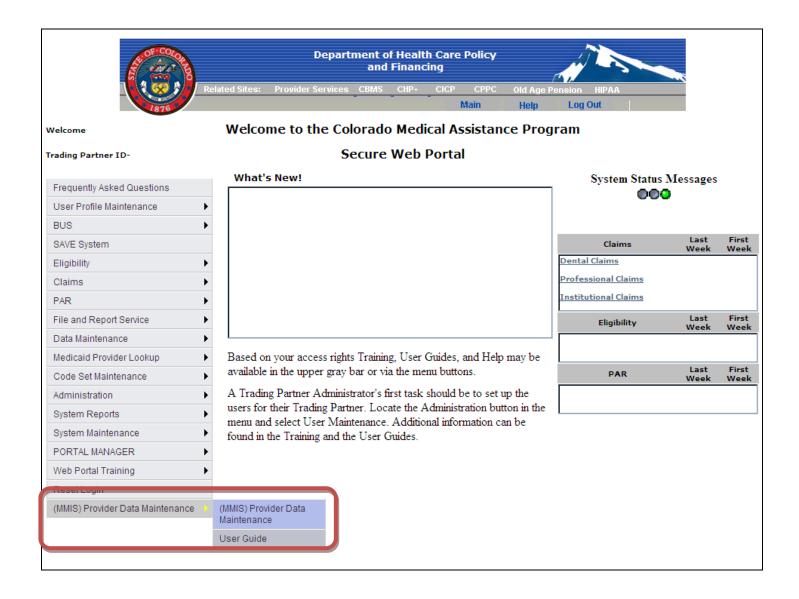




# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# From the left-hand navigation menu, select the option for (MMIS) Provider Data Maintenance. 5. Note: If you do not see this option on your navigation menu, you need to contact your organization's Trading Partner Administrator and request that they add the Provider (MMIS) Role to your User Name.





# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

You will be taken to the MMIS Provider Inquiry screen. Enter the **Provider ID** and **Tax ID** or **SSN** of the provider you wish to opt-in/opt-out with the RCCO into the appropriate fields, and click the **Submit** button.



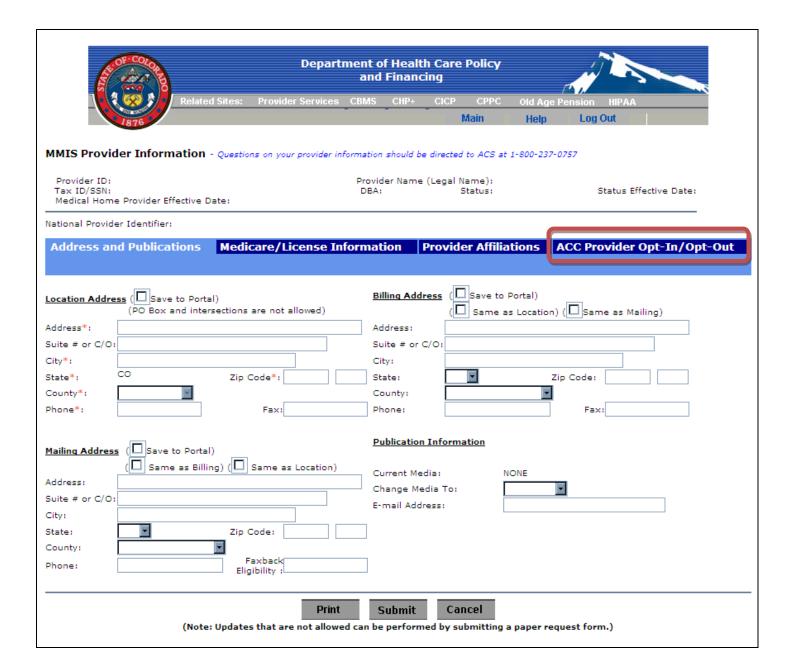


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

7. The MMIS Provider Information screen will open, and you will be on the Address and Publications tab. Click the ACC Provider Opt-In/Opt-Out tab.



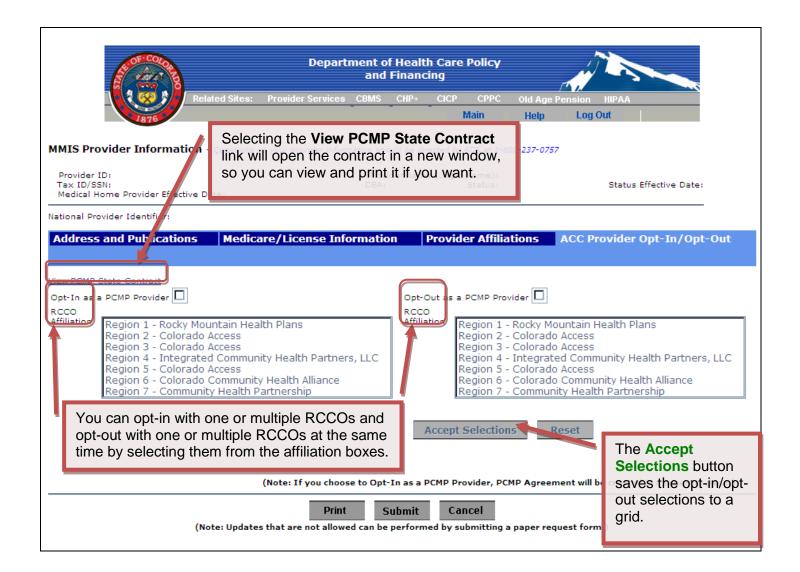


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

8. The ACC Provider Opt-In/Opt-Out tab will be displayed. There are several areas of functionality, as noted below.



# **IMPORTANT NOTE**

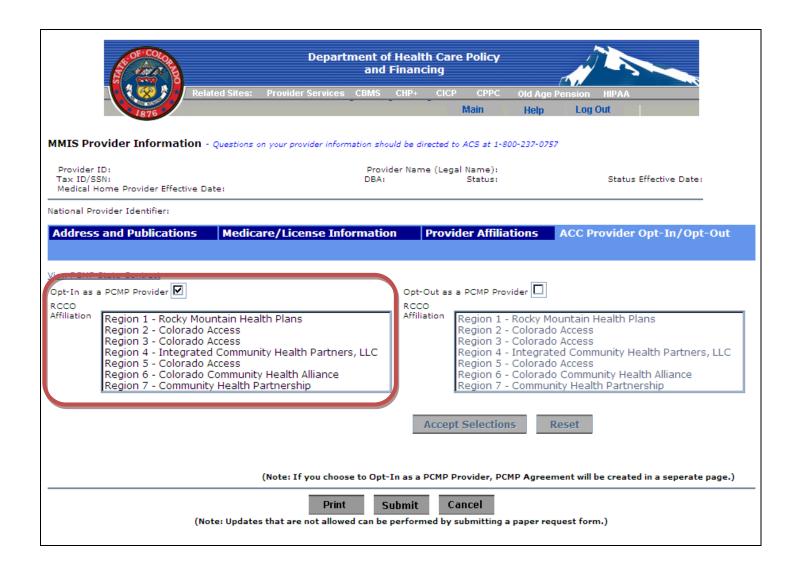
As you are going through the steps to opt-in and/or opt-out, it is important to <u>not</u> click the **Submit** button until you have completed <u>all</u> steps. Just checking the box next to **Opt-In as a PCMP Provider** or **Opt-Out as a PCMP Provider** is not enough to complete this process. There are additional steps that must be completed before you hit the **Submit** button, and are detailed in the following pages.



# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description TO OPT IN WITH A RCCO 9. Check the box next to Opt-In as a PCMP Provider. This will enable the opt-in RCCO Affiliation box below.





# Step-by-Step Instructions

Step	Description
	TO OPT-IN WITH A RCCO
	From the opt-in RCCO Affiliation box, click on the RCCOs you want to opt-in with.
10.	
	Note: if you hold down the Ctrl button on your keyboard, you can use your mouse to click and make
	multiple selections from the box.

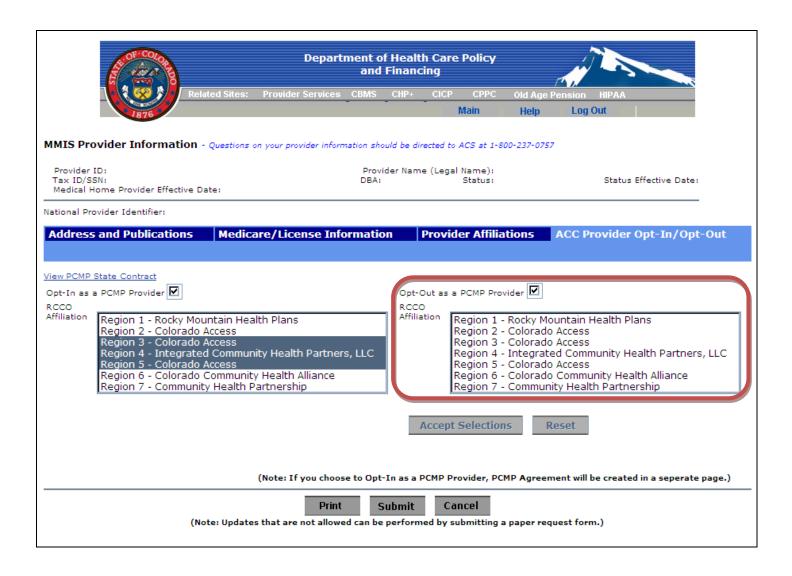




# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# If you have no opt-out selections to make, proceed to <a href="Step 13">Step 13</a>. 11. TO OPT OUT FROM A RCCO Check the box next to Opt-Out as a PCMP Provider. This will enable the opt-out RCCO Affiliation box below.





# Step-by-Step Instructions

Step	Description
	TO OPT-OUT FROM A RCCO
	From the opt-out RCCO Affiliation box, click on the RCCOs you want to opt-out from.
12.	
	Note: if you hold down the Ctrl button on your keyboard, you can use your mouse to click and make
	multiple selections from the box.



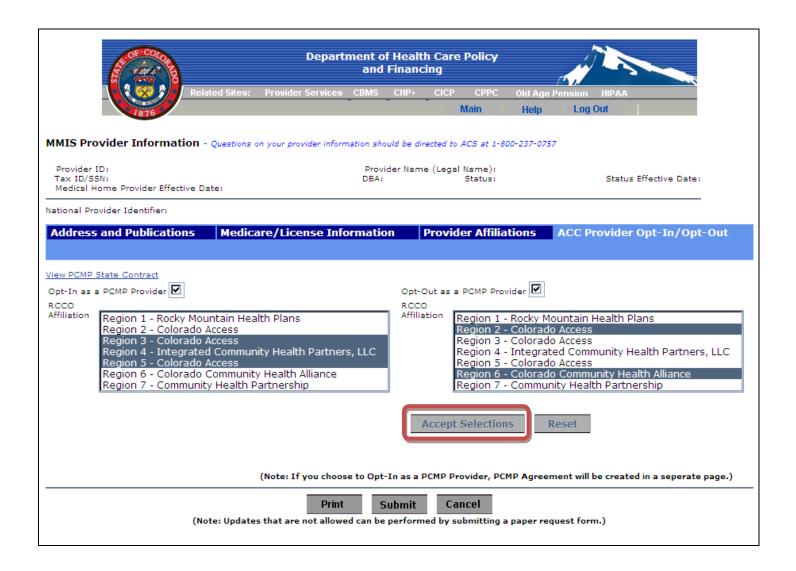


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

13. Once all of your opt-in and opt-out selections have been made, click the **Accept Selections** button.





14.

#### Colorado Department of Health Care Policy and Financing

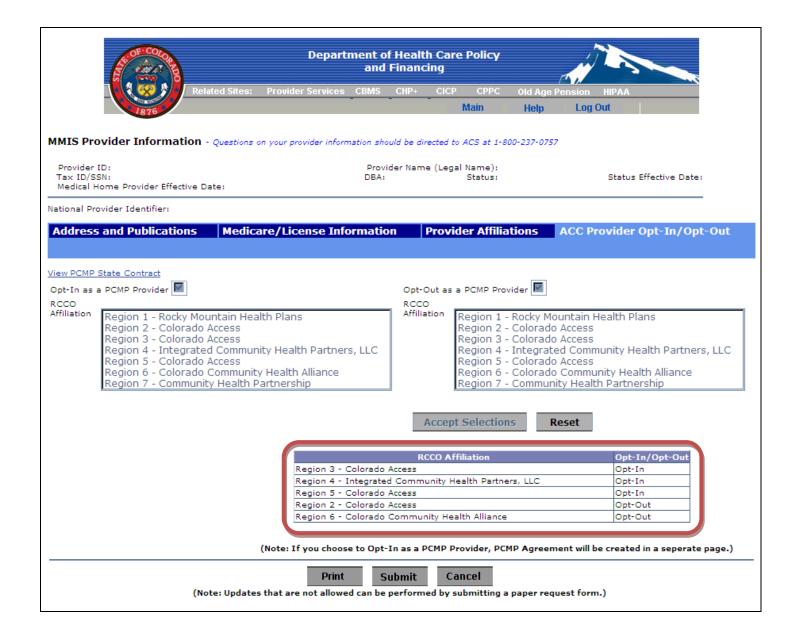
# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

The screen will refresh, and you will see a grid below the **Accept Selections** button that displays the opt-in and/or opt-out affiliation selections that you have made. The **Opt-In** / **Opt-Out** checkboxes and the **RCCO Affiliation** boxes will become disabled.

At this time, it is best to confirm the accuracy of the opt-in / opt-out selections. If you find that you have made a mistake, click the **Reset** button to clear all of the selections (return to Step 9).

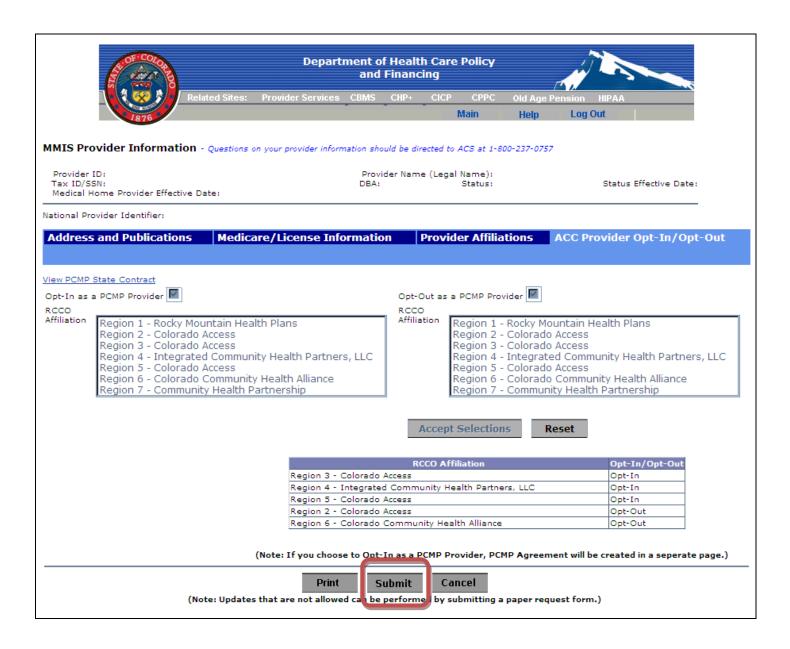




# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# If your selections are accurate, click the **Submit** button. 15. Note: Once you have clicked the **Submit** button, you will not be able to make any updates to any of the MMIS Provider Information screen tabs for 24 hours. This is to allow time for processing the updates you have made.



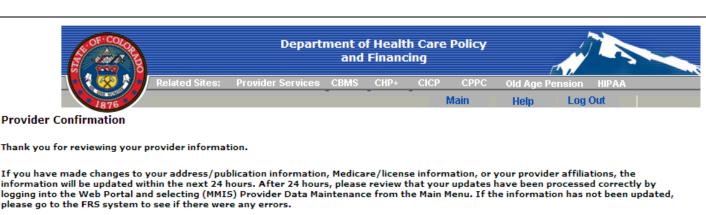


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# After the Submit button has been selected, the screen will refresh with a confirmation message that your submission was successful. 16. Note: This confirmation message displays *every* time the Submit button is clicked, regardless of if you

have made changes to your provider information or your RCCO affiliations or not.



If you are an Accountable Care Collaborative (ACC) provider and have opted into or opted out of a Regional Care Collaborative Organization (RCCO), please contact the RCCO directly to ensure your opt-in/opt-out request was received and processed. Please note that this may take 5-7 business days to fully process and be received by the RCCO.

OK

Colorado Department of Health Care Policy and Financing - 1570 Grant Street Denver, Colorado 80203-1818

Contact Us: Help Desk

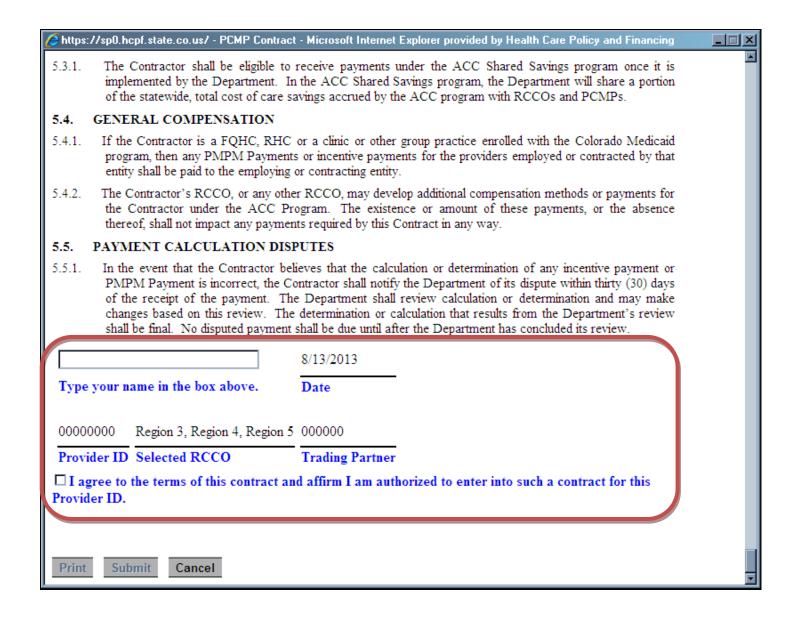
DEPT. HOME HCPF Home - StateHome

Privacy Statement Site Map



# Step-by-Step Instructions

Step	Description
	In a separate window, the Contract for participation as a PCMP in the ACC Program will be generated. At the bottom of that window will be several pieces of information:
17	Today's date
17.	The Provider ID you are opting-in with
	The RCCO(s) you have selected to be affiliated with
	The Trading Partner you have signed into the Web Portal under

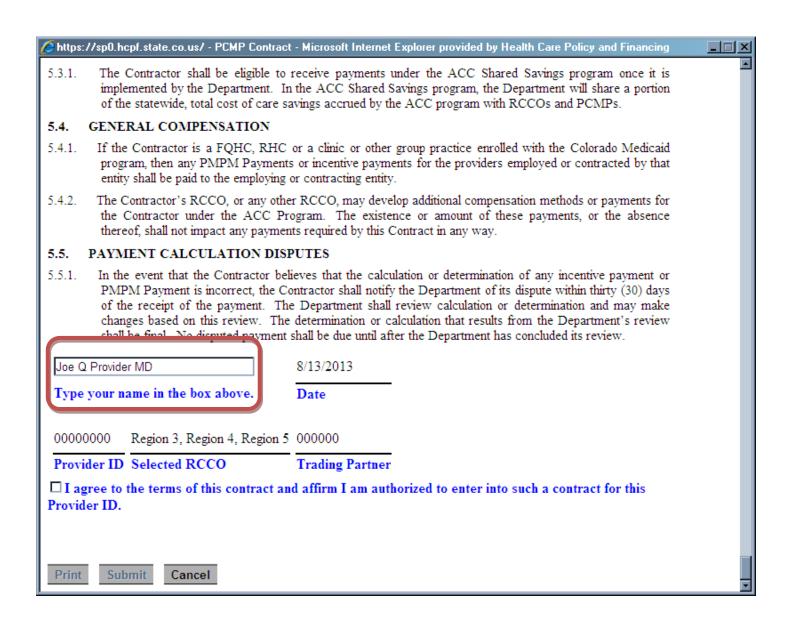




# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# There will also be a field that says **Type your name in the box above**. In this field, the name of the person authorized to enter into this Contract with the Department should be entered. 18. Note: you should not enter the name of any organization or individual unless you have been authorized to enter into Contracts on behalf of that organization/individual.



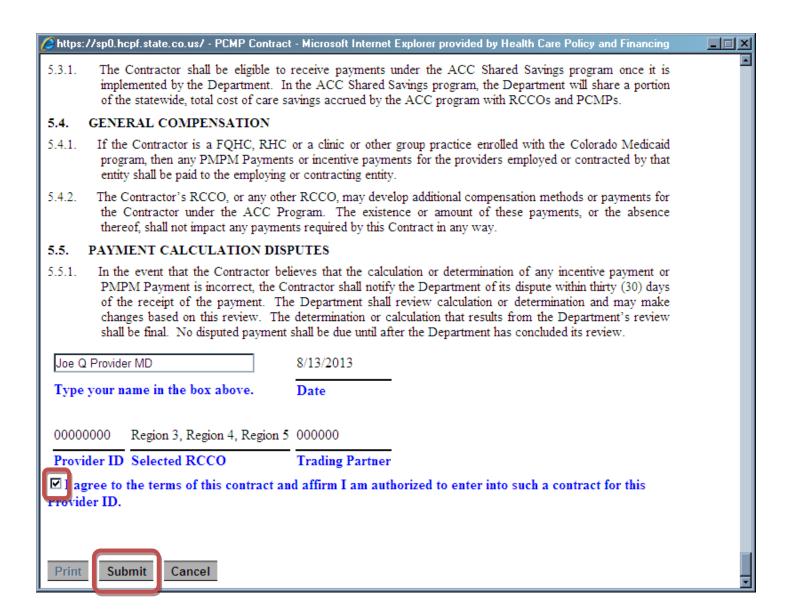


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

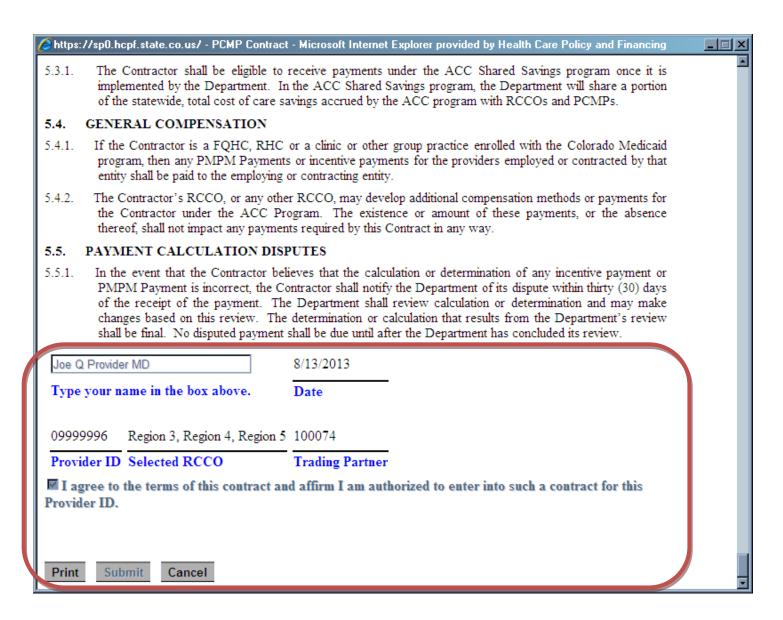
19. Click the box next to I agree to the terms of this contract and affirm I am authorized to enter into such a contract for this Provider ID. The Submit button will become enabled.





# Step-by-Step Instructions

Step	Description
	Click the <b>Submit</b> button. Your selections to opt-in with a RCCO have <i>finally</i> been saved and submitted.
20.	You will notice that the <b>Type your name in the box above</b> field, the checkbox next to <b>I agree to the terms of this contract</b> , and the <b>Submit</b> button have become disabled.
	The <b>Print</b> button has become enabled, allowing you to print this signed version of the Contract for your records, if you wish.



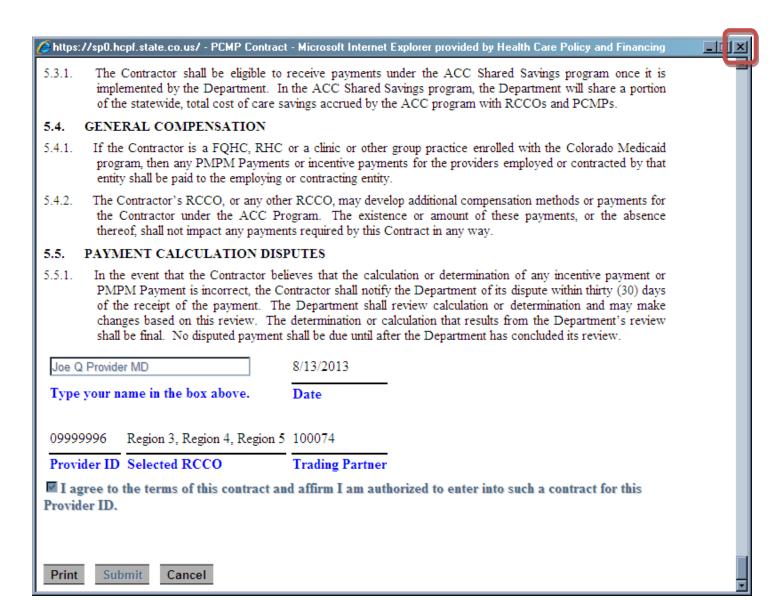


# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# Step Description

21. Once you are done on this screen, click the **X** in the upper right-hand to close the window.





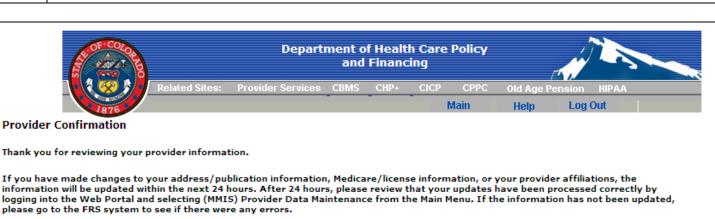
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# Step Description

22.

The only remaining Web Portal window that will be open now is the Provider Confirmation screen. Click **OK** on this screen.



If you are an Accountable Care Collaborative (ACC) provider and have opted into or opted out of a Regional Care Collaborative Organization (RCCO), please contact the RCCO directly to ensure your opt-in/opt-out request was received and processed. Please note that this may take 5-7 business days to fully process and be received by the RCCO.



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# Step-by-Step Instructions

How to use the CMAP Web Portal to Opt-In/Out with a RCCO as a PCMP

# You will be returned to the MMIS Provider Inquiry screen where you can enter another **Provider ID** and begin the process to opt-in / opt-out that provider with a RCCO (return to <a href="Step 6">Step 6</a>). Note: If you have multiple **Provider ID**s that need to be affiliated (opt-in) or disassociated (opt-out) with a RCCO, you must complete these steps each time for each **Provider ID**.

