

**CA-MMIS Health Enterprise
Provider Readiness Checklist**

Complete Checklist Before September 21, 2015

<p>CA-MMIS Health Enterprise (HE) Portal Registration</p>	<p><input type="checkbox"/> Complete “HE Portal Provider Registration” training course:</p> <ul style="list-style-type: none">• Provider Portal Registration• Initial Login• General Navigation & Functionality• About My Account• My Account Functionality <p>Go to https://learn.medi-cal.ca.gov to get started.</p> <p><input type="checkbox"/> Identify the staff member(s) for the Organization Administrator role.</p> <p>Important Note: This role is automatically assigned to the first person of the provider’s office to register in HE, which gives this person full control and responsibility over the provider’s staff HE registrations, including capabilities to:</p> <ul style="list-style-type: none">• View, add and edit users• Activate/deactivate users• Unlock users• Restore users• Reset user passwords <p><input type="checkbox"/> Assess the impact of the new HE Portal to your organization (hospital or medical office) and prepare your staff for the upcoming changes.</p> <p><input type="checkbox"/> Have your staff attend the applicable training for their role within the organization (HE Portal User Navigation and/or HE Organization Administrator).</p>
<p>HE Portal User Navigation</p>	<p><input type="checkbox"/> Complete “HE Portal User Navigation” training course:</p> <ul style="list-style-type: none">• Initial Login• Log In/Out• General Navigation & Functionality• About My Account• My Account Functionality <p>Go to https://learn.medi-cal.ca.gov to get started.</p>

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<p>HE Organization Administrator (Org Admin)</p>	<p><input type="checkbox"/> Complete “Organization Administrator” training course:</p> <ul style="list-style-type: none"> • Role & Responsibilities • Search for Users in Your Organization • Add Users to Your Organization • View and Edit Users in Your Organization • Validate a User in Your Organization • Reset User Passwords in Your Organization • Activate Users in Your Organization • Deactivate Users in Your Organization • Unlock Users in Your Organization • Restore User's Accounts in Your Organization <p>Go to https://learn.medi-cal.ca.gov to get started.</p> <p><input type="checkbox"/> Create a secondary or back up Organization Administrator role.</p> <p><input type="checkbox"/> Add new users to your organization.</p>
<p>CHDP Application Transactions</p>	<p><input type="checkbox"/> Complete “Health Enterprise Apply for Presumptive Eligibility” training course.</p> <p>Go to https://learn.medi-cal.ca.gov to get started.</p> <p><input type="checkbox"/> Enroll new applicants.</p> <p>HE (https://www.he.medi-cal.ca.gov) > Providers > Provider Login > Member > Apply for Presumptive Eligibility > CHDP</p>
<p>BCCTP Application Transactions</p>	<p><input type="checkbox"/> Complete “Health Enterprise Apply for Presumptive Eligibility” training course.</p> <p>Go to https://learn.medi-cal.ca.gov to get started.</p> <p><input type="checkbox"/> Enroll new applicants.</p> <p>HE (https://he.medi-cal.ca.gov) > Providers> Provider Login > Member > Apply for Presumptive Eligibility > BCCTP</p>
<p>Hospital PE Application Transactions</p>	<p><input type="checkbox"/> Complete “Health Enterprise Apply for Presumptive Eligibility” training course.</p> <p>Go to https://learn.medi-cal.ca.gov to get started.</p> <p><input type="checkbox"/> Enroll new applicants.</p> <p>HE (https://he.medi-cal.ca.gov) > Providers > Provider Login > Member > Apply for Presumptive Eligibility > HPE</p>