

# Tellus EVV Training Update

## Bulletin #2 Updating Group Members and Rendering Provider IDs

<b>Procedure:</b>	<b>Adding rendering provider Medicaid ID</b>	<b>Date:</b>	<b>February 2, 2018</b>
<b>Additional Materials:</b>	<b>None</b>	<b>Application:</b>	<b>Tellus Electronic Visit Verification Dashboard</b>
<b>Target User:</b>	<b>Administrator using the Tellus EVV Dashboard</b>		

### Description:

Home Health Providers in the Miami-Dade area are requested to update their group members, specifically the rendering provider Medicaid ID numbers, with the Florida Medicaid Fiscal Agent (DXC) as soon as possible. This will ensure correct claims processing through the EVV system. For further assistance regarding this matter please contact DXC at 1-800-289-7799, select option 4 for Enrollments, then option 3 for Updates.

In addition, home health providers will also need to update the rendering provider Medicaid ID of their group members and caregivers through the AHCA EVV Dashboard. The following instructions show how to modify a user profile in the AHCA EVV Dashboard.

### Updating User Profile



#### Accessing Users Page

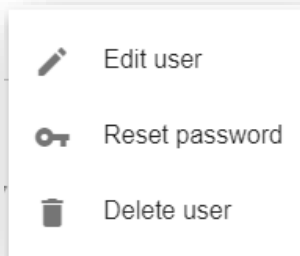
1. Click <Users> on the Menu Bar.
2. With a single click the "Users" screen opens.

Users							
All Users (22)							Search for user
	First name	Last name	Phone	Email	Role	Status	
	Admin	Provider1	(305) 555-0000	admin@emailusa.us	ADMIN	★	⋮
	Dan	Merike	(305) 555-1212	student13@emailusa.us		★	⋮
	Jose	Menize	(305) 555-1212	student11@emailusa.us		★	⋮
	Giovani	Jiminez	(305) 555-1212	student6@emailusa.us	MONITOR	☆	⋮



**Editing a User**

1. Enter <User> screen. Select user to be edited.
2. Select three dots ⋮ icon.
3. Dialog box opens, select <Edit User>.



4. The <Edit User> screen opens, edit the 'Treating Provider ID' field.
5. Click <Save>.
6. You will receive "User successfully updated" message.

Users > Edit user

First name \*

Jose

Last Name \*

Menize

Username \*

jmenize

Email \*

student11@emailusa.us

Phone number \*

(305) 555-1212

IVR PIN

1011

Medicaid Treating Provider ID

Caregiver Type

Other ▼

Password reset method

Email ▼

Select roles

---

Status

Inactive ▼

Save
Cancel