

Tellus EVV Training Update

Bulletin #6 Updating Group Members and Rendering Provider IDs

Procedure:	Adding rendering provider Medicaid ID	Date:	May 8, 2018
Additional Materials:	None	Application:	Tellus Electronic Visit Verification Dashboard
Target User:	Administrator using the Tellus EVV Dashboard		

Description:

Fee-for-service home health providers across the state 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

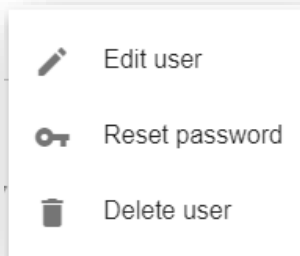
All Users (22) 🔍 Search for user

	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