



Individuals Authorized Access to the CMS Computer Services (IACS) User Guide

Attachment D – HETS UI HIPAA Eligibility Transaction System User Interface

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Important Note

The ***IACS User Guide Main Body*** contains information about and instructions on how to complete procedures that are *applicable to all IACS users*. You must have an understanding of these procedures and information to understand what is presented in this Attachment.

Please read the ***IACS User Guide Main Body*** before you begin to use this Attachment. It can be found under **General User Guides and Resources** at: www.cms.hhs.gov/IACS

This IACS Help Document Attachment provides instructions on how to:

1. Complete the ***Access Request*** portion of the **New User Registration** screen for HIPAA Eligibility Transaction System User Interface, HETS UI.
2. Modify your account profile.
3. Access your desired CMS application.

D 1.0 HETS UI Access Request Fields

When you began your registration process, you selected the **New User Registration** hyperlink on the **Account Management** screen. The system then displayed the **New User Registration Menu** screen illustrated in Figure D 1.

You then selected the hyperlink for the HETS UI application and the **New User Registration** screen opened.

You completed the **User Information** portion of this screen according to the instructions provided in the IACS User Guide Main Body.

Up until this point, the information you provided was generic and identified you to IACS. Now we will examine the information fields that are specific to the HETS UI application.

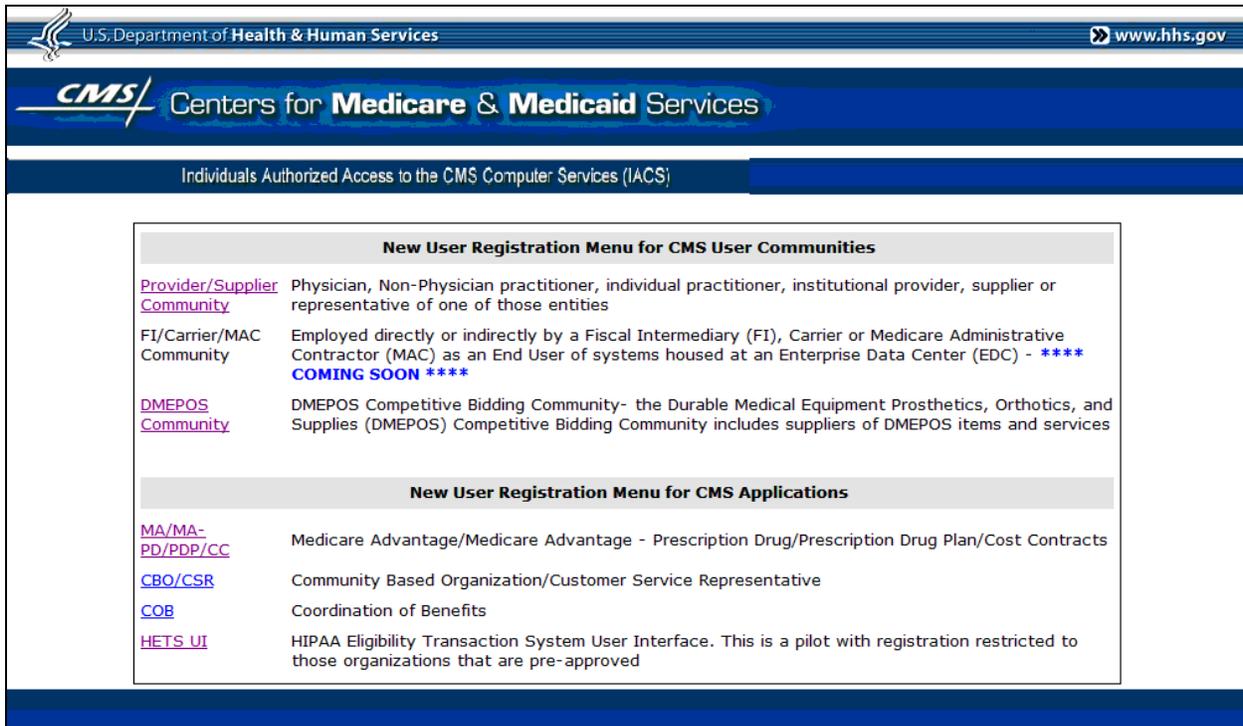


Figure D 1: New User Registration Menu Screen

In the **Access Request** portion of the **New User Registration** screen, as illustrated in Figure D 2, the User Type field will be pre-populated with the HETS UI application selection you made on the **New User Registration Menu** screen. A **Role** field and **Justification for Action** field are also displayed.

Figure D 2: HETS UI – User Type Displayed

In the **Access Request** portion of the **New User Registration** screen, as illustrated in Figure D 3, the User Type field will be pre populated with the HETS UI application selection you made on the **New User Registration Menu** screen. A **Role** field, **RACF ID** and **Justification for Action** field are also displayed.

The **Role** field contains a drop-down list of Roles as illustrated in Figure D 3.

Figure D 3: HETS UI – Role Drop-down List

You may select one of the following roles for the HETS UI application:

- **Security Official** –This role represents the organization or facility in IACS. This role registers the organization with IACS using an online version of the Electronic Data Interchange Registration Forms, or EDI Form.
 - There can be two Security Officials at a facility or organization – the **primary** Security Official and a **backup** Security Official.
- **User/Approver** – This role will be able to approve new user requests for personnel requesting access to the HETS UI Application as User/Providers. Approvers also provide the proper **Billing Provider NPI** to new users. This role is also known as an External Point of Contact, or EPOC.
- **User/Provider** – This role will use the HETS UI application to send Medicare eligibility inquiries and read the responses.
- **MEIC Helpdesk** – This role will provide help desk assistance for the CMS Medicare Eligibility Integration Contractor, or MEIC.

D 1.1 HETS UI – User/Provider Role

When you select the role of **User/Provider**, the screen will refresh and the *Billing Provider NPI*, *Provider Type*, and *RACF ID* fields will display under the *Role* field as illustrated in Figure D 4. You must provide the required information to register.

- The *Billing Provider NPI* field, required, is a ten digit number that should be provided to you by your Approver or EPOC. If your organization doesn't have an Approver or EPOC, you should check with your Security Official, who will be able to give the NPI number to you.
 - If you are not sure who your EPOC or Security Official is, contact your Help Desk for assistance. This is the MCARE Help Desk. Their phone number is 1-866-440-3805. Their Fax number is 1-615-238-0822. Their email address is: mcare@cms.hhs.gov.
- The *Provider Type* field, required, has a drop-down list that you can use to select your provider type as illustrated in Figure D 5.
- The *RACF ID* field, optional, is provided for you to enter your RACF ID if you have this ID number. This field is illustrated in Figure D 6.

The screenshot shows the 'Access Request' form with the following fields and controls:

- User Type:** HETS UI
- Role:** User/Provider (dropdown menu) *
- Billing Provider NPI:** [Text input field] *
- Provider Type:** [Dropdown menu] *
- RACF ID:** [Text input field]
- Justification for Action:** [Text area with scrollbars] *
- Buttons:** Next, Cancel

Figure D 4: HETS UI User/Provider – Data Entry Fields

Action: Select the **User/Provider** role from the *Role* field drop-down list.

Action: Enter your **Billing Provider NPI** in the *Billing Provider NPI* field.

Figure D 5: HETS UI User/Provider – Provider Type Drop-down List

Action: Select your *Provider Type* from the *Provider Type* field drop-down list.

Figure D 6: HETS UI User/Provider – RACF ID Field

Action: Enter your *RACF ID* in the *RACF ID* field, if you have one.

Note: The RACF ID should be entered in all UPPER case characters. If you have forgotten your RACF ID, **STOP** and call your Help Desk to obtain your RACF ID information.

If you do not have a RACF ID at the time you complete the IACS **New User Registration** screen and your role requires that you have one, the system will automatically assign you a RACF ID once your request is approved.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems, for example, HPMS, you must enter this ID when you register for IACS. IACS enforces this rule based on your Social Security Number, SSN.

Once you've been approved as an IACS user, your RACF and IACS passwords will automatically be synchronized, as long as you use IACS for all future password changes.

Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

Access Request

User Type: **HETS UI**

Role: User/Provider *

Billing Provider NPI: 4565545655 *

Provider Type: Multi-Specialty Clinic or Group Practice *

RACF ID: []

Justification for Action: Request access for work. *

Next Cancel

OMB: 0938-0989

Figure D 7: HETS UI User/Provider – Justification for Action Field

Action: Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure D 7. This field must include the reason you are requesting this action.

Action: Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid data or there are any required fields not filled in, the system will redisplay the **New User Registration** screen with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

D 1.2 HETS UI – User/Approver Role

When you select the role of **User/Approver**, the screen will refresh and the *Billing Provider NPI*, *Provider Type*, and *RACF ID* fields will display under the *Role* field as illustrated in Figure D 8. You must provide the required information to register.

- The *Billing Provider NPI* field, required, is a ten digit number that should be provided to you by your Approver or EPOC. If your organization doesn't have an Approver or EPOC, you should check with your Security Official, who will be able to give the NPI number to you.
 - If you are not sure who your EPOC or Security Official is, contact your Help Desk for assistance. This is the MCARE Help Desk. Their phone number is 1-866-440-3805. Their Fax number is 1-615-238-0822. Their email address is: mcare@cms.hhs.gov.
- The *Provider Type* field, required, has a drop-down list that you can use to select your provider type as illustrated in Figure D 9.
- The *RACF ID* field, optional, is provided for you to enter your RACF ID if you have this ID number. This field is illustrated in Figure D 10.

The screenshot shows a web form titled "Access Request". At the top, "User Type" is set to "HETS UI". Below this, the "Role" field is a drop-down menu currently showing "User/Approver" with an asterisk indicating it is required. Underneath, there are three more required fields: "Billing Provider NPI" (a text input field with an asterisk), "Provider Type" (a drop-down menu with an asterisk), and "RACF ID" (a text input field). Below these is a large text area for "Justification for Action" with an asterisk. At the bottom left of the form are two buttons: "Next" and "Cancel".

Figure D 8: HETS UI User/Approver – Data Entry Fields

Action: Select the **User/Approver** role from the *Role* field drop-down list.

Action: Enter your **Billing Provider NPI** in the *Billing Provider NPI* field.

Figure D 9: HETS UI User/Approver – Provider Type Drop-down List

Action: Select the *Provider Type* from the drop-down list in the *Provider Type* field.

Figure D 10: HETS UI User/Approver – RACF ID Field

Action: Enter your *RACF ID* in the *RACF ID* field, if you have one.

Note: The RACF ID should be entered in all UPPER case characters. If you have forgotten your RACF ID, **STOP** and call your Help Desk to obtain your RACF ID information.

If you do not have a RACF ID at the time you complete your IACS new user registration and your role requires that you have one, the system will automatically assign you a RACF ID once your request is approved.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems, for example, HPMS, you must enter this ID when you register for IACS. The IACS system enforces this rule based on your Social Security Number, SSN.

Once you've been approved as an IACS user, your RACF and IACS passwords will automatically be synchronized, as long as you use IACS for all future password changes.

Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

Figure D 11: HETS UI User/Approver – Justification for Action Field

Action: Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure D 11. This field must include the reason you are requesting this action.

Action: Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid data or there are any required fields not filled in, the system will redisplay the **New User Registration** screen with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** Section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

D 1.3 HETS UI – Security Official Role, Primary and Backup

When you select the role of **Security Official**, the screen will refresh and the *Billing Provider NPI*, *Provider Type*, and *RACF ID* fields will display under the *Role* field as illustrated in Figure D 12. You must provide the required information to register.

- The *Billing Provider NPI* field, required, is a ten digit number. If you are not sure what this number is, contact your Help Desk for assistance. This is the MCARE Help Desk. Their phone number is 1-866-440-3805. Their Fax number is 1-615-238-0822. Their email address is: mcare@cms.hhs.gov.
- The *Provider Type* field, required, has a drop-down list that you can use to select your provider type.
- The *RACF ID* field, optional, is provided for you to enter your RACF ID if you have this ID number.

Access Request

User Type: **HETS UI**

Role: Security Official *

Billing Provider NPI: * If a Security Official with the same NPI already exists, the EDI Registration details may not be modified.

Provider Type: *

RACF ID:

Justification for Action: *

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date 5/06

Figure D 12: HETS UI Security Official – Data Entry Fields

Action: Enter your **Billing Provider NPI** in the *Billing Provider NPI* field.

Note: When you enter your Billing Provider NPI, IACS will check to see if there is another user registered as the **primary** Security Official for that Billing Provider NPI. If IACS does not find anyone already registered, it will assign you the role of **primary** Security Official. If there is a Security Official already registered in IACS for that Billing Provider NPI, you will be assigned the role of **backup** Security Official.

- The **Primary Security Official** will be required to complete the EDI Registration Form. The procedures for this are presented in Section D 1.3.1, below.

- The **Backup Security Official** will be presented with a completed EDI registration form after entering the Billing Provider NPI. This is presented in Section D 1.3.2 of this document.

D 1.3.1 Primary Security Official

The **primary** Security Official is responsible for:

- Providing the proper Billing Provider NPI to new users (**User/Providers** and **User/Approvers**) registering in IACS.
- Approving IACS registration requests for certain **User/Approvers**. Please go to Section D 2.0, in this document, for more information on this item.
- Keeping the lists of Physicians, Physician NPIs, and Contractors associated with your provider up to date.

When IACS identifies you as the **primary** Security Official, after it checks against the Billing Provider NPI you entered, the screen will refresh and display an EDI Registration Form for you to complete. This screen also contains messages regarding the EDI Registration information. The screen is illustrated in Figure D 13.

Role: *

No existing Security Official found with Billing Provider NPI: 4565545655. You may add your EDI Registration information below.

Billing Provider NPI: * If a Security Official with the same NPI already exists, the EDI Registration details may not be modified.

Provider Type: *

RACF ID:

EDI Registration Form

Legal Billing Name: *

Contact Name: *

E-mail: *

Telephone: * Ext: Valid Phone Number Format is XXX-XXX-XXXX

Fax: * Ext: Valid Fax Number Format is XXX-XXX-XXXX

Physician First Name: Physician Last Name:

Physician NPI: Submitter Number:

Contractor Name:

Billing Provider Number: At least one Contractor Name and associated Billing Provider Number is required.

EDI OMB: 0938-0983 Effective date: 8/06

Justification for Action:

* indicates a required field

Figure D 13: HETS UI Primary Security Official – Messages and EDI Registration Form

Action: Read the system message displayed under the *Role* field.

Role: Security Official *

No existing Security Official found with Billing Provider NPI: 4565545655. You may add your EDI Registration information below.

Billing Provider NPI: 4565545655 * If a Security Official with the same NPI already exists, the EDI Registration details may not be modified.

Provider Type: *

RACF ID: *

EDI Registration Form

Legal Billing Name: *

Contact Name: *

E-mail: *

Telephone: * Ext: Valid Phone Number Format is XXX-XXX-XXXX

Fax: * Ext: Valid Fax Number Format is XXX-XXX-XXXX

Physician First Name: Physician Last Name:

Physician NPI: Submitter Number: Add Physician

Contractor Name:

Billing Provider Number: Add Contractor At least one Contractor Name and associated Billing Provider Number is required.

EDI OMB: 0938-0983 Effective date: 8/06

Justification for Action: *

* indicates a required field

Next Cancel

Figure D 14: HETS UI Primary Security Official – Provider Type Drop-down List and RACF ID Field

Action: Select the **Provider Type** from the drop-down list in the *Provider Type* field.

Action: Enter your **RACF ID** in the *RACF ID* field, if you have one.

Note: The RACF ID should be entered in all UPPER case characters. If you have forgotten your RACF ID, **STOP** and call your Help Desk to obtain your RACF ID information.

If you do not have a RACF ID at the time you complete your IACS New User Registration and your role requires that you have one, the system will automatically assign you a RACF ID once your request is approved.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems, for example, HPMS, you must enter this ID when you register for IACS. The IACS system enforces this rule based on your Social Security Number, SSN.

Once you've been approved as an IACS user, your RACF and IACS passwords will automatically be synchronized, as long as you use IACS for all future password changes.

Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

You must then complete all the required fields on the **EDI Registration Form** as illustrated in Figure D 15.

D 1.3.1.1 Completing the EDI Registration Form

The screenshot shows a web-based registration form for a Security Official. At the top, the 'Role' is set to 'Security Official'. A message states: 'No existing Security Official found with Billing Provider NPI: 4565545655. You may add your EDI Registration information below.' The 'Billing Provider NPI' field contains '4565545655'. The 'Provider Type' is 'Multi-Specialty Clinic or Group Practice'. Below this is the 'EDI Registration Form' section, which includes: 'Legal Billing Name' (Hickory Associates), 'Contact Name' (Topaz Hickory), 'E-mail' (thickory@network.net), 'Telephone' (301-301-3344) and 'Fax' (301-301-3366) fields, each with an 'Ext.' field and validation instructions. The 'Physician' section includes 'Physician First Name' (Ralph), 'Physician Last Name' (Beechnut), and 'Physician NPI' (3356798231). There is also a 'Submitter Number' field and an 'Add Physician' button. The 'Contractor Name' and 'Billing Provider Number' fields are present, with an 'Add Contractor' button and a note: 'At least one Contractor Name and associated Billing Provider Number is required.' At the bottom, there is a 'Justification for Action' text area, a 'Next' button, and a 'Cancel' button. A legend indicates that an asterisk (*) denotes a required field.

Figure D 15: HETS UI Primary Security Official – EDI Registration Form Fields

Action: Enter the **Legal Billing Name** of the Organization in the *Legal Billing Name* field.

Action: Enter the **Contact Name** of an authorized contact person at this Organization in the *Contact Name* field.

Action: Enter the business **Email** address of this contact person in the *Email* field.

Action: Enter the **Telephone** number of this contact person in the *Telephone* field.

Action: Enter the **Fax** number of the Organization in the *Fax* field.

Note: To **add a Physician** on the EDI Registration Form, do the following:

Action: Enter the **Physician’s First Name** in the *Physician First Name* field.

Action: Enter the **Physician’s Last Name** in the *Physician Last Name* field.

Action: Enter the **Physician’s NPI Number** in the *Physician NPI* field.

Action: Enter the **Physician’s Submitter Number** in the *Submitter Number* field, if applicable.

Action: Select the **Add Physician** button to record your entry.

The screen will refresh and display *Physicians Added/Removed* areas that contain the Physician's name, NPI, and, if appropriate, Submitter Number. This is illustrated in Figure D 16.

The screenshot shows the 'EDI Registration Form' with various input fields. The 'Physicians Added' and 'Physicians Removed' sections are highlighted with a red oval. The 'Physicians Added' list contains one entry: 'Harry Elm: 9987606543'. Other fields include 'Legal Billing Name' (Hickory Associates), 'Contact Name' (Topaz Hickory), 'E-mail' (thickory@network.net), 'Telephone' (301-301-3344), 'Fax' (301-301-3366), 'Physician First Name', 'Physician Last Name', 'Physician NPI', and 'Submitter Number'. There is an 'Add Physician' button and an 'Add Contractor' button. A note at the bottom right states '* indicates a required field'.

Figure D 16: EDI Registration Form – Physicians Added/Removed Areas

If you want to add **another** Physician, do the following:

Action: Enter the **Physician's First Name** in the *Physician First Name* field.

Action: Enter the **Physician's Last Name** in the *Physician Last Name* field.

Action: Enter the **Physician's NPI Number** in the *Physician NPI* field.

Action: Enter the **Physician's Submitter Number** in the *Submitter Number* field, if applicable.

Action: Select the **Add Physician** button to record your entry.

The screen will refresh and this physician will be added to the list in the *Physicians Added* area giving the physician's first and last name, NPI number, and, if appropriate, Submitter number.

Repeat this process for each physician you want to add.

Note: To **remove a physician** from the EDI Registration Form, do the following:

Action: Highlight the name of the physician to be removed In the *Physicians Added* area.

Action: Select the button with the left-facing arrow.

The system will move the selected physician to the *Physicians Removed* area to the left.

- You can reverse the process and move the physician back to the *Physicians Added* area by highlighting the physician's name and selecting the button with the right-facing arrow.

If you want to **remove all the physicians** in the *Physicians Added* area, select the button with the double left-facing arrow.

- You can reverse the process and move all the physicians back to the *Physicians Added* area by selecting the button with the double right-facing arrow.

When you have finished adding or removing physicians, continue completing the EDI Registration Form.

Note: To **add a Contractor** on the EDI Registration Form, do the following:

Note: The EDI Registration Form **must contain at least one** Contractor Name and Billing Provider Number.

The screenshot displays the 'EDI Registration Form' with various input fields. The 'Contractor Name' field is open, showing a list of options including '00010-CAHABA GBA Part A-Alabama', '00011-CAHABA GBA Part A-Iowa/South Dakota', '00020-Arkansas BC', '00021-Arkansas BC - RI', '00030-Arizona BC', '00090-FCSO-Florida A', '00101-Georgia Part A', '00130-AdminaStar Federal Part A (includes KY IL IN OH)', '00131-AdminaStar Federal Part A Illinois', and '00150-BCBS of Kansas Part A'. The 'Physicians Added' section shows 'Harry Elm: 9987606543'. A blue error message is visible: 'e and associated Billing Provider Number is required.' A small red asterisk at the bottom right indicates a required field.

Figure D 17: EDI Registration Form – Contractor Name Drop-down List

Action: Select the **Contractor Name** from the drop-down list in the *Contractor Name* field as illustrated in Figure D 17.

Note: The *Contractor Name* field information provides the **Contractor Workload Identifier**. This identifies the contractor to whom you submit your claims for processing. All such contractors should be identified.

Example: If you send Part B claims to First Coast Service Options (FCSO) , select **00590 FCSO B** from the drop-down list and enter their Billing Provider Number. If you also send Part A claims to Noridian, you would select **00320 Noridian A**, and also enter a Billing Provider Number with that contractor as well.

After you select a contractor name, the screen will refresh and add a Contractor Information area label to the EDI Registration Form as illustrated in Figure D 18.

The screenshot shows the 'EDI Registration Form' with several sections. The 'Contractor Information' section is highlighted, showing a dropdown menu for 'Contractor Name' with '00320-Noridian A' selected. Below it is a text input for 'Billing Provider Number' containing '4867893250'. To the right of this field is an 'Add Contractor' button. A red arrow points to this button. Below the 'Add Contractor' button is a blue error message: 'At least one Contractor must be added.' There is also a 'Justification for Access' field with a dropdown menu. At the bottom right of the form, there is a note: '* indicates a required field'.

Figure D 18: EDI Registration Form – Contractor Billing Provider Number

Action: Enter the **Billing Provider Number** in the *Billing Provider Number* field.

Note: The Billing Provider Number can be from two to ten alphanumeric characters long. This number should be your organization’s legacy Medicare Provider ID number. That is the Medicare Provider number your organization used prior to obtaining an NPI number.

Action: Select the **Add Contractor** button to record each contractor and billing provider number entry.

The screen will refresh and display *Contractor Added/Removed* areas that contain the Contractor Name and Billing Provider Number as entered in the Contractor Information area of the screen and illustrated in Figure D 19.

EDI Registration Form

Legal Billing Name: Hickory Associates *

Contact Name: Topaz Hickory *

E-mail: thickory@network.net *

Telephone: 301-301-3344 * **Ext:** Valid Phone Number Format is XXX-XXX-XXXX

Fax: 301-301-3366 * **Ext:** Valid Fax Number Format is XXX-XXX-XXXX

Physician First Name: **Physician Last Name:**

Physician NPI: **Submitter Number:**

Physicians Added: **Physicians Removed:**

Physicians Added: Harry Elm: 9987606543
Ralph Beechnut: 3356798231

Contractor Name:

Billing Provider Number: At least one Contractor Name and associated Billing Provider Number is required.

Contractors Added: **Contractors Removed:**

Contractors Added: 00901-Traillblazer - Maryland B: 0098765789
00902-Traillblazer - Delaware B: 4465768934 *
00903-Traillblazer - District of Columbia B: 112

EDI OMB: 0938-0983 Effective date: 9/06

Justification for Action:

* indicates a required field

Figure D 19: EDI Registration Form – Contractors Added/Removed Areas

If you want to **add another Contractor**, do the following:

- Action:** Select the **Contractor Name** from the drop-down list in the **Contractor Name** field as illustrated in Figure D 17.
- Action:** Enter the **Billing Provider Number** in the **Billing Provider Number** field.
- Action:** Select the **Add Contractor** button to record each contractor and billing provider number entry.

The screen will refresh and this contractor will be added to the list in the **Contractors Added** area.

Repeat this process for each contractor you want to add.

If you want to **remove a contractor** from the EDI Registration Form, do the following:

- Action:** Highlight the name of the contractor to be removed in the **Contractors Added** area.
- Action:** Select the button with the left-facing arrow.

The system will move the selected contractor to the **Contractors Removed** area to the left.

You can reverse the process and move the contractor back to the **Contractors Added** area by highlighting the contractor's name and selecting the button with the right-facing arrow.

If you want to **remove all the contractors** in the **Contractors Added** area, select the button with the double left-facing arrow.

You can reverse the process and move all the contractors back to the **Contractors Added** area by selecting the button with the double right-facing arrow.

When you have finished adding or removing contractors, continue the registration process.

The screenshot displays the 'EDI Registration Form' with the following sections:

- Legal Billing Name:** Hickory Associates *
- Contact Name:** Topaz Hickory *
- E-mail:** thickory@network.net *
- Telephone:** 301-301-3344 * Ext: [] Valid Phone Number Format is XXX-XXX-XXXX
- Fax:** 301-301-3366 * Ext: [] Valid Fax Number Format is XXX-XXX-XXXX
- Physician First Name:** [] **Physician Last Name:** []
- Physician NPI:** [] **Submitter Number:** [] **Add Physician**
- Physicians Added:** [] **Physicians Removed:** [] (Navigation: >, <, >>, <<)
- Contractor Name:** []
- Billing Provider Number:** [] **Add Contractor** At least one Contractor Name and associated Billing Provider Number is required.
- Contractors Added:** [] **Contractors Removed:** [] (Navigation: >, <, >>, <<)
- EDl OMB: 0938-0983 Effective date: 8/06
- Justification for Action:** Request this registration for work. (Red arrow points to the dropdown arrow)
- * indicates a required field
- Next** **Cancel**

Figure D 20: HETS UI Primary Security Official – Justification for Action Field

Action: Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure D 20. This field must include the reason you are requesting this action.

Action: Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid data or there are any required fields not filled in, the system will redisplay the **New User Registration** screen

with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

D 1.3.2 Backup Security Official

The **backup** Security Official is responsible for:

- Approving IACS registration requests for certain **User/Approvers**, as an additional approver. For more information on this item, see Section D 2.0, in this document.
- During the **absence of the primary** Security Official, the backup Security Official is responsible for:
 - Keeping the lists of Physicians, Physician NPIs, and Contractors associated with your provider up to date.
 - Providing the proper Billing Provider NPI to new users (**User/Providers** and **User/Approvers**) registering in IACS.

Note: If you are ever required to assume the role of **primary** Security Official, you must call the MEIC Help Desk and request that they change your status from **backup** to **primary** Security Official. The help desk should also change the status of the primary Security Official so that he or she can no longer act as Security Official while you are acting in that role.

When the former primary Security Official is ready to reassume the duties of that role, you must call the MEIC Help Desk and request that they change your statuses again.

The MEIC Help Desk phone number is 1-866-440-3805. They can also be contacted by email at MCARE@cms.hhs.gov.

Note: There should **only be one Security Official** for your provider organization **at any time**.

IACS will identify you as the **backup** Security Official, after it checks against the Billing Provider NPI you enter.

The screen will refresh and display an EDI Registration Form that has already been completed by the **primary** Security Official. You cannot modify the information on this EDI Registration Form.

This is illustrated in Figure D 21.

The screenshot shows a web form for a Security Official. At the top, the role is set to "Security Official". A message states: "A Primary Security Official with Billing Provider NPI: 4565545655 already exists. The EDI Registration information is populated below and cannot be modified." Below this, the "Billing Provider NPI" is 4565545655. A note says: "If a Security Official with the same NPI already exists, the EDI Registration details may not be modified." The "Provider Type" is a dropdown menu. The "EDI Registration Form" is highlighted with a red box and contains the following information:

- Legal Billing Name:** Hickory Associates *
- Contact Name:** Topaz Hickory *
- E-mail:** thickory@network.net *
- Telephone:** 301-301-3344 * Ext: []
- Fax:** 301-301-3366 * Ext: []
- Physicians Added:** Harry Elm: 9987606543
Ralph Beechnut: 3356798231
- Contractors Added:** 00901-Trailblazer - Maryland B: 0098765789
00902-Trailblazer - Delaware B: 4465768934
00903-Trailblazer - District of Columbia B: 1127461278
- EDI OMB:** 0938-0983 Effective date: 8/06

Below the form is a "Justification for Action:" field with a scrollable area. At the bottom left are "Next" and "Cancel" buttons. At the bottom right, it says "* indicates a required field". The footer shows "OMB: 0938-0989" and "Effective date: 5/06".

Figure D 21: HETS UI Backup Security Official Screen with Completed EDI Registration Form

Continue with your registration as illustrated in Figure D 22.

Role: Security Official *

A Primary Security Official with Billing Provider NPI: 4565545655 already exists. The EDI Registration information is populated below and cannot be modified.

Billing Provider NPI: 4565545655 * If a Security Official with the same NPI already exists, the EDI Registration details may not be modified.

Provider Type: Multi-Specialty Clinic or Group Practice *

RACF ID: *

EDI Registration Form

Legal Billing Name: Hickory Associates

Contact Name: Topaz Hickory

E-mail: thickory@network.net *

Telephone: 301-301-3344 * Ext: *

Fax: 301-301-3366 * Ext: *

Physicians Added: Harry Elm: 9987606543
Ralph Beechnut: 3356798231

Contractors Added: 00901-Trailblazer - Maryland B: 0098765789
00902-Trailblazer - Delaware B: 4465768934
00903-Trailblazer - District of Columbia B: 1127461278

EDI OMB: 0938-0983 Effective date: 8/06

Justification for Action: *

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure D 22: HETS UI Backup Security Official – Provider Type Drop-down List and RACF ID Field

Action: Select the **Provider Type** from the drop-down list in the *Provider Type* field.

Action: Enter your **RACF ID** in the *RACF ID* field, if you have one.

Note: The RACF ID should be entered in all UPPER case characters. If you have forgotten your RACF ID, **STOP** and call your Help Desk to obtain your RACF ID information.

If you do not have a RACF ID at the time you complete your IACS new user registration and your role requires that you have one, the system will automatically assign you a RACF ID once your request is approved.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems, for example, HPMS, you must enter this ID when you register for IACS. The IACS system enforces this rule based on your Social Security Number, SSN.

Once you've been approved as an IACS user, your RACF and IACS passwords will automatically be synchronized, as long as you use IACS for all future password changes.

Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

Access Request

User Type: **HETS UI**

Role: Security Official *

A Primary Security Official with Billing Provider NPI: 4565545655 already exists. The EDI Registration information is populated below and cannot be modified.

Billing Provider NPI: 4565545655 * If a Security Official with the same NPI already exists, the EDI Registration details may not be modified.

Provider Type: Multi-Specialty Clinic or Group Practice *

RACF ID:

EDI Registration Form

Legal Billing Name: Hickory Associates *

Contact Name: Topaz Hickory *

E-mail: thickory@network.net *

Telephone: 301-301-3344 * Ext:

Fax: 301-301-3366 * Ext:

Physicians Added: Harry Elm: 9987606543
Ralph Beechnut: 3356798231

Contractors Added: 00901-Trailblazer - Maryland B: 0098765789
00902-Trailblazer - Delaware B: 4465768934
00903-Trailblazer - District of Columbia B: 1127461278

EDI OMB: 0938-0983 Effective date: 8/06

Justification for Action: Require this access for work. *

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure D 23: HETS UI Backup Security Official – Justification for Action Field

- Action:** Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure D 23. This field must include the reason you are requesting this action.
- Action:** Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid data or there are any required fields not filled in, the system will redisplay the **New User Registration** screen with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

D 1.4 MEIC Help Desk Role

When you select the role of **MEIC Help Desk**, the screen will refresh and a *RACF ID* field and *Justification for Action* field will display as illustrated in Figure D 24.

The **MEIC Help Desk** is responsible for:

- Approving IACS registration requests for certain **User/Approvers** and **Security Officials**, as described in Section D 2.0, in this document.
- Maintaining the status of an organization’s **primary** and **backup** Security Officials to ensure that there is only one active **primary** Security Official, at any time.
- Validating and/or correcting invalid information provided by Security Officials during registration.
- Identifying small organizations, that is, providers with less than ten personnel.
- Revoking and Restoring access privileges for HETS UI registrants.
- Producing specified reports.

The screenshot shows a web form titled "Access Request". At the top, it says "User Type: HETS UI". Below that is a "Role:" dropdown menu with "MEIC Helpdesk" selected and an asterisk indicating it is a required field. Underneath is a "RACF ID:" text input field with an asterisk. To the right of the input fields is a "Justification for Action:" text area with an asterisk. At the bottom left are "Next" and "Cancel" buttons. At the bottom right, there is a note: "* indicates a required field". In the bottom left corner of the page, it says "OMB: 0938-0989". In the bottom right corner, it says "Effective date 5/06".

Figure D 24: MEIC Help Desk – Data Entry Fields

Action: Select the **MEIC Helpdesk** role from the drop-down list in the *Role* field.

Action: Enter your **RACF ID** in the *RACF ID* field, if you have one.

Note: The RACF ID should be entered in all UPPER case characters. If you have forgotten your RACF ID, **STOP** and call your Help Desk to obtain your RACF ID information.

If you do not have a RACF ID at the time you complete your IACS new user registration and your role requires that you have one, the system will automatically assign you a RACF ID once your request is approved.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems, for example, HPMS, you must enter this ID when you

register for IACS. The IACS system enforces this rule based on your Social Security Number, SSN.

Once you've been approved as an IACS user, your RACF and IACS passwords will automatically be synchronized, as long as you use IACS for all future password changes.

Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

The screenshot shows the 'Access Request' form. At the top, 'User Type' is set to 'HETS UI'. Below that, 'Role' is a dropdown menu showing 'MEIC Helpdesk'. There is an asterisk next to the role field. Below the role field is a 'RACF ID' input field. The 'Justification for Action' field is a text area containing the text 'Require this access for work.' and has an asterisk next to it. A red arrow points to this field. Below the text area are 'Next' and 'Cancel' buttons. A legend on the right indicates that an asterisk (*) indicates a required field. The footer shows 'OMB: 0938-0989' and 'Effective date 5/06'.

Figure D 25: MEIC Help Desk – Justification for Action Field

Action: Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure D 25. This field must include the reason you are requesting this action.

Action: Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid data or there are any required fields not filled in, the system will redisplay the **New User Registration** screen with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

D 2.0 HETS UI Approval Processes

D 2.1 Typical Approval Process

After the IACS registration process is completed as described in the **Completing Your New User Registration** section in the IACS User Guide Main Body, your registration request is submitted for approval.

For all HETS UI roles, the actual approver will depend on the role selected and the requester's organization.

The approval process illustrated in Figure D 26 represents the **typical approval process** for larger provider organizations in which there are sufficient personnel for the role of **User/Approver**, or EPOC, to be a viable role.

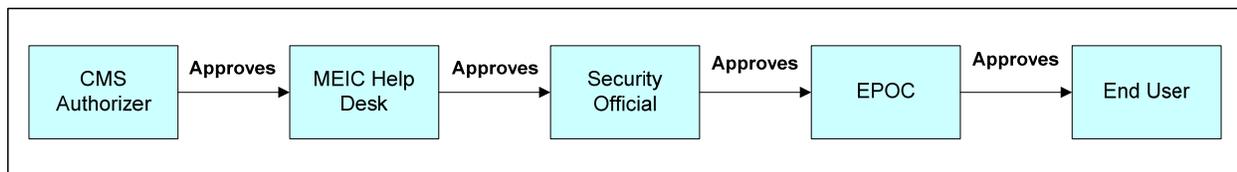


Figure D 26: Typical HETS UI Approval Process

In the typical approval process, a CMS Authorizer will approve the MEIC Help Desk user. After the MEIC Help Desk user is approved, he or she has the authority to approve HETS UI users at all other levels.

The MEIC Help Desk is the only approval authority of the Security Official. The Security Official approves **User/Approvers**, or EPOCS, who in turn, approve **User/Providers**, or End Users.

D 2.2 Special Approval Process

In smaller provider organizations, with fewer than ten personnel, in which the User/Approver, or EPOC, role is not a viable role, a special approval process is followed. This **special approval process** is illustrated in Figure D 27.

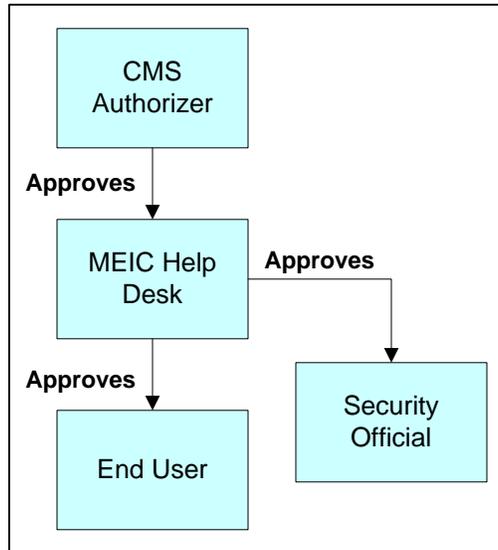


Figure D 27: Special Approval Process

The MEIC Help Desk approves the Security Official.

The MEIC Help Desk approves **User/Providers**, or End Users.

The Security Official, in this **special approval process**, has no approval authority, since their role only has approval authority for **User/Approvers**, or EPOCs.

Note: All provider organizations must have a Security Official within the organization, no matter how few individuals work there.

D 3.0 Modify Account Profile

You may need to modify your IACS account profile to request a role in another IACS integrated CMS Application or CMS User Community. All HETS UI users can request these modifications.

However, only **primary** Security Officials can directly modify information provided in the EDI Registration Form.

- **All other HETS UI users** must contact the MEIC Help Desk to make changes to their HETS UI related account profile information.

Note: The Help Desk phone number is 1-866-440-3805. Their Fax number is 1-615-238-0822 and their email address is: mcare@cms.hhs.gov.

For **primary** Security Officials, modifying their account profile information can involve:

- Adding physicians or contractors to their current lists.
- Removing physicians or contractors from their current lists.
- Changing information on the EDI Registration Form such as contact names and telephone numbers.

For **all HETS UI users**, modifying their account profile information can involve:

- Requesting access to a CMS application integrated with IACS.
- Requesting a role in a CMS User Community integrated with IACS.

The following steps and screens show you how to access your profile account in IACS to make desired modifications.

Action: Browse to <https://applications.cms.hhs.gov> on the CMS website.

The **CMS Applications Portal WARNING/REMINDER** screen will display as illustrated in Figure D 28.

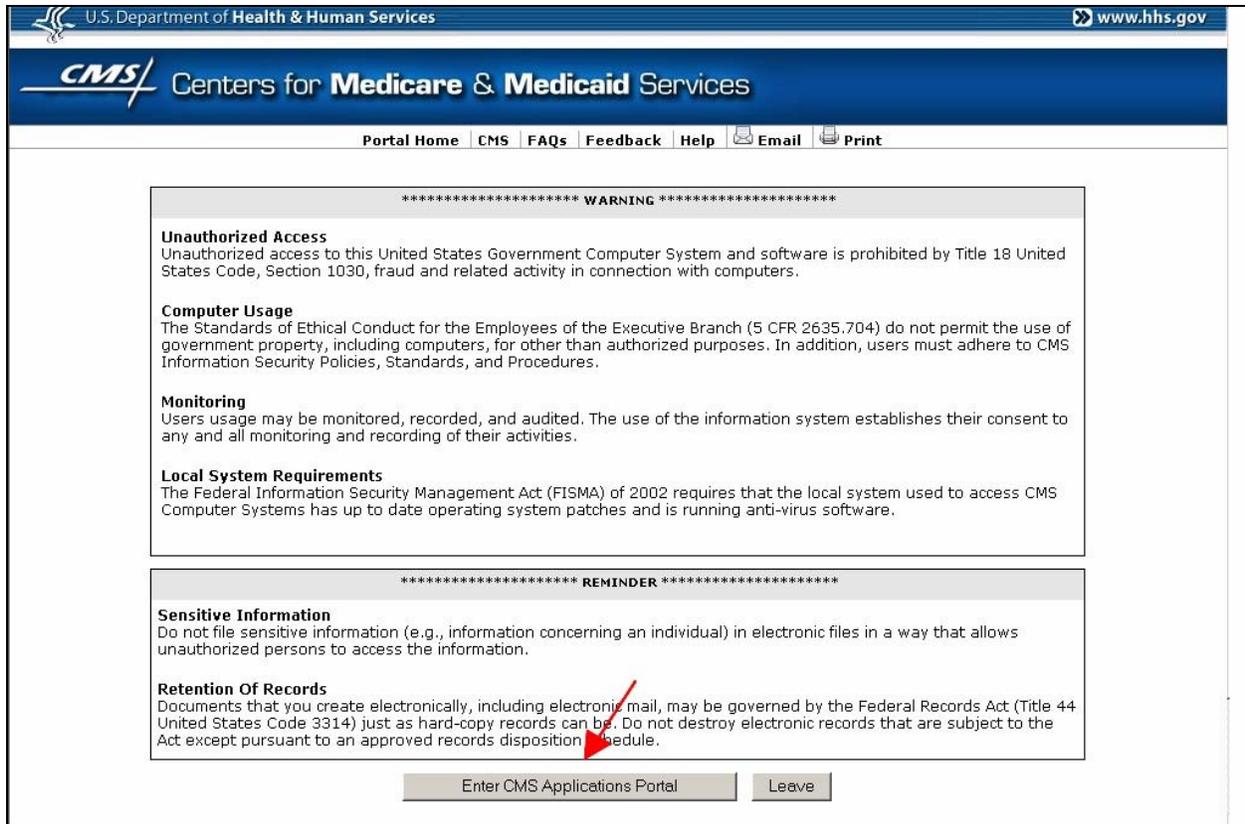


Figure D 28: CMS Applications Portal WARNING/REMINDER Screen

Action: Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Applications Portal** button.

If you do not want to proceed any further and you want to exit, select the **Leave** button.

The **CMS Applications Portal Introduction** screen will display as illustrated in Figure D 29.

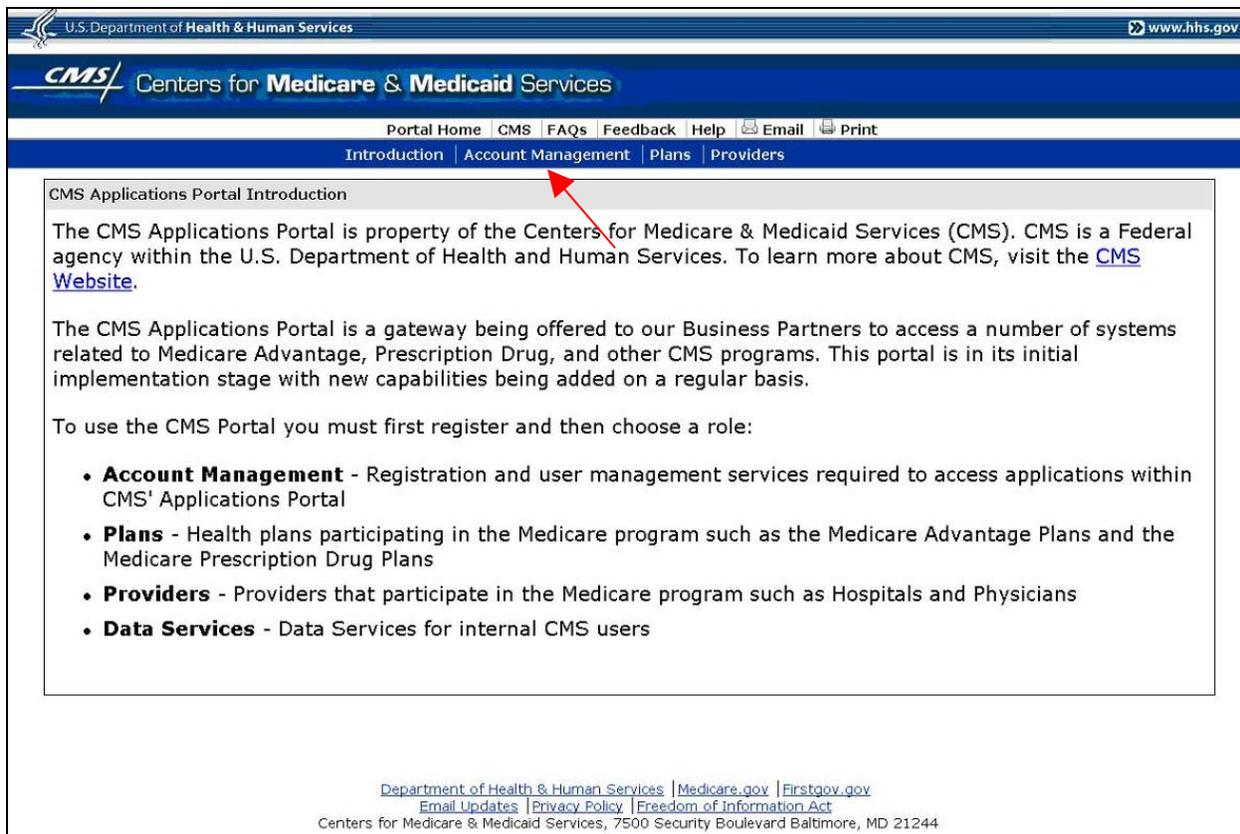


Figure D 29: CMS Applications Portal Introduction Screen

Action: Select **Account Management** hyperlink in the menu bar toward the top of the screen.

The **Account Management** screen will display as illustrated in Figure D 30.

Hyperlinks on this screen will allow users to access IACS registration, login functions, the Forgot Your User ID? functionality, and the IACS Community Administration Interface.

The bottom portion of the screen provides Help Resources with Help Desk contact information and email hyperlinks.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback | Help | Email | Print

Introduction | Account Management | Plans | Providers

Account Management

CMS has established a single system to provide user registration and user account self-service capabilities. The links below will launch the registration application for new users to request access to the applications offered within the CMS Applications Portal and the self-service application for registered users.

- » [New User Registration](#) - Apply for a CMS computer services account
- » [My Profile](#) - Manage your CMS computer services account
- » [Computer Based Training \(CBT\) For Account Management](#)
- » [Forgot Your User ID?](#)
- » [IACS Community Administration Interface](#) - For assisted user accounts management functions

Help Resources

- Provider Community users should direct questions or concerns to the External User Services (EUS) Help Desk at 1-866-484-8049, TTY/TDD at 1-866-523-4759 (Monday - Friday 7am-7pm EST) or via email at EUSsupport@cgi.com
- Medicare providers participating in the HETS UI pilot should direct questions to the MCARE help desk at 1-866-440-3805 (phone), 1-615-238-0822 (fax) or via email mcare@cms.hhs.gov
- Participants in the Post Acute Care Payment Reform Demonstration may direct questions and concerns related to the CARE application and the PAC-PRD demonstration to the RTI helpdesk by emailing help@pacdemo.rti.org or by calling 1-866-412-1510.
- Health Plans should direct questions or concerns to MMAHelp desk at 1-800-927-8069 or via email at mmahelp@cms.hhs.gov
- Suppliers for the Competitive Bidding Program should direct questions or concerns to the Competitive Bidding Implementation Contractor at 1-877-577-5331 (Phone) or via e-mail CBIC_admin@palmettogba.com

Figure D 30: Account Management Screen

Action: Select the *My Profile* hyperlink.

The **Login to IACS** screen will display as illustrated in Figure D 31.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for **Medicare & Medicaid** Services [HELP](#)

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up to date operating system patches and is running anti-virus software.

You must have an IACS User ID and Password to login.
If this is your first time logging in, please use the User ID and the one-time password that was e-mailed to you by IACS.

Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password. For further assistance, contact your CMS help desk.

Enter your User ID and Password, and then click **Login**. If you can't remember your password, click **Forgot Your Password?**

User ID

Password

[Login](#) [Forgot Your Password?](#)

Figure D 31: Login to IACS Screen

Action: Enter your *User ID*.

Action: Enter your *Password*.

Action: Select the *Login button*.

The **My Profile** screen will be displayed as shown in Figure D 32.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for **Medicare & Medicaid** Services [LOGOUT](#) [HELP](#)

Individuals Authorized Access to the CMS Computer Services (IACS)

My Profile

Welcome, **DBER937**. Please select one of these options:

- >> [Modify Account Profile](#)
- >> [Change Answers to Authentication Questions](#)
- >> [Change Password](#)

[Logout](#) Logged in as: **DBER937**

Figure D 32: My Profile Screen – Modify Account Profile Hyperlink

Action: Select the *Modify Account Profile* hyperlink.

The **Modify Account Profile** screen will display. Selected *User Information* fields will be filled in with information you previously provided during the registration process, however, the information in these fields cannot be changed. Also, the SSN field is not displayed. Sample *User Information* fields in a **Modify Account Profile** screen are illustrated in Figure D 33.

In the **Access Request** portion of the **Modify Account Profile** screen a *Select Action* field and a **View My Access Profile** table display. Both are illustrated in Figure D 35: The **View My Access Profile** table contains the following information:

- **Community/Application: Role** – Displays your current applications or communities and your role within each application or community.
- **Profile Summary** – Displays a summary of your IACS account profile.
- **Possible Actions** – Displays a listing of possible actions that you can take based on each of your approved roles.

Note: If you have a role in more than one application or community, each application or community will display in a separate row in the table.

Modify Account Profile

User Information

User ID: JDXU819

First Name: Topaz MI: Last Name: Hickory

E-mail Address: thickory@network.net

Office Telephone: 301-301-3333

Company Name: Hickory Associates Company Telephone: 301-301-3344

Address 1: 13133 N. Williams Address 2: City: Paint State/Territory: MD Zip Code: 75911

Access Request

Select Action: View My Access Profile

Community/Application : Role	Profile Summary	Possible Actions
View My Access Profile: HETS UI: Security Official	Billing Provider NPI: 4585545655 Provider Type: Multi-Specialty Clinic or Group Practice	As a Security Official: ○ Approve appropriate access requests

Cancel

Figure D 33: HETS UI Security Official – Modify Account Profile Screen

The *Select Action* field provides a drop-down list of actions you can take when modifying your account profile. This list is illustrated in Figure D 34.

The *default* view is **View My Access Profile**.

The *Select Action* field drop-down list provides the following actions for you to select from:

- **Modify HETS UI Profile** – Allows a HETS UI *primary* Security Official to modify his or her HETS UI account profile. Select this option if you want to add or remove physicians or contractors from the profile or change other organization information. For users in other HETS UI roles, selecting this option will allow you to view information about your role and organization. You cannot, however, make any changes to your HETS UI account profile. If this is the action you want to take, go to Section D 3.1.
- **Add Application** – This option is available to *all* HETS UI users and allows you to select an application to which you want to request access. You can only request access to one application at a time. Select this option if you want to request access to applications other than HETS UI. If this is the action you want to take, go to Section D 3.2.
- **Add Community** – This option is available to *all* HETS UI users and allows you to select a CMS Community to which you want to request access. You can only request access to one community role at a time. If this is the action you want to take, go to Section D 3.3.
- **View My Access Profile** – This option is available to all HETS UI users and allows you to view your existing IACS profile with all roles and provides a brief summary of entities specific to each role. If this is the action you want to take, go to Section D 3.4.

The screenshot shows the 'Access Request' form. At the top, there is a 'Select Action' dropdown menu with the following options: 'View My Access Profile', 'Modify HETS UI Profile', 'Add Application', 'Add Community', and 'View My Access Profile'. The 'View My Access Profile' option is selected and highlighted in blue. Below the dropdown, there is a table with three columns: 'View My Access Profile', 'Profile Summary', and 'Possible Actions'. The 'View My Access Profile' column contains the text 'HETS UI: Security Official'. The 'Profile Summary' column contains 'Billing Provider NPI: 4565545655' and 'Provider Type: Multi-Specialty Clinic or Group Practice'. The 'Possible Actions' column contains 'As a Security Official:' and a radio button followed by 'Approve appropriate access requests'. At the bottom left of the form, there is a 'Cancel' button.

Figure D 34: Modify Account Profile – Select Action Drop-down List

Action: Select the *Action* you want to take.

D 3.1 Modify HETS UI Profile

When you select the action of **Modify HETS UI Profile** and your role is that of **HETS UI Security Official** the screen will refresh and you will be presented with a screen similar to the example shown in Figure D 35.

In the **Access Request** portion of the screen, the small table showing your current application and role is no longer displayed. Your user type, role, Billing Provider NPI

number, provider type, and RACF ID, if you have one, are displayed but **cannot be modified**.

The fields of the EDI Registration Form are displayed and contain the information you entered during your new user registration process. These fields can be modified, and you may add or delete physicians and/or contractors.

You can change the Legal Billing Name, Contact Name, Email address, Telephone number, and Fax number.

Access Request

Select Action:

Type of User: HETS UI
 Role: Security Official
 Billing Provider NPI: 0987654321
 Provider Type: Billing Service
 RACF ID:

EDI Registration Form

Legal Billing Name: *

Contact Name: *

E-mail: *

Telephone: * Ext: Valid Phone Number Format is XXX-XXX-XXXX

Fax: * Ext: Valid Fax Number Format is XXX-XXX-XXXX

Physician First Name: Physician Last Name:

Physician NPI: Submitter Number:

Physicians Added:

Physicians Added:
 Harry Elm: 9987606543
 Ralph Beechnut: 3356798231

Contractor Information

Contractor Name:

Billing Provider Number: At least one Contractor and associated Billing Provider Number is required in your profile.

Contractors Added:

Contractors Added:
 00901-Trailblezer - Maryland B: 0098765789
 00902-Trailblezer - Delaware B: 4465768934
 00903-Trailblezer - District of Columbia B: 112

ED I OMB: 0938-0983 Effective date: 8/06

Justification for Action:

Figure D 35: HETS UI Primary Security Official: Modify HES UI Profile Screen

Action: If necessary, change the **Legal Billing Name** of the Organization in the *Legal Billing Name* field.

Action: If necessary, change the **Contact Name** of an authorized contact person at this Organization in the *Contact Name* field.

Action: If necessary, change the business **Email** address of this contact person in the *Email* field.

Action: If necessary, change the **Telephone** number of this contact person in the *Telephone* field.

Action: If necessary, change the **Fax** number of the Organization in the *Fax* field.

Note: To **add a Physician**, do the following:

Action: Enter the **Physician's First Name** in the *Physician First Name* field.

Action: Enter the **Physician's Last Name** in the *Physician Last Name* field.

Action: Enter the **Physician's NPI Number** in the *Physician NPI* field.

Action: Enter the **Physician's Submitter Number** in the *Submitter Number* field, if applicable.

Action: Select the **Add Physician** button to record your entry.

The physician will be added to the list in the **Physicians Added** area. Repeat the above process to add additional physicians.

Note: To **remove a physician**, do the following:

Action: Highlight the name of the physician to be removed in the **Physicians Added** area.

Action: Select the button with the left-facing arrow.

The system will move the selected physician to the **Physicians Removed** area to the left.

You can reverse the process and move the physician back to the **Physicians Added** area by highlighting the physician's name and selecting the button with the right-facing arrow.

If you want to **remove all the physicians** in the **Physicians Added** area, select the button with the double left-facing arrow.

You can reverse the process and move all the physicians back to the **Physicians Added** area by selecting the button with the double right-facing arrow.

If you want to **add a Contractor**, do the following:

Action: Select the **Contractor Name** from the drop-down list in the *Contractor Name* field.

Action: Enter the **Billing Provider Number** in the *Billing Provider Number* field.

Action: Select the **Add Contractor** button to record each contractor and billing provider number entry.

The contractor will be added to the list in the **Contractors Added** box. Repeat the above process to add additional contractors.

If you want to **remove a contractor**, do the following:

Action: Highlight the name of the contractor to be removed in the **Contractors Added** area.

Note: The EDI Registration Form **must contain at least one** Contractor Name and Billing Provider Number.

Action: Select the button with the left-facing arrow.

The system will move the selected contractor to the **Contractors Removed** area to the left.

You can reverse the process and move the contractor back to the **Contractors Added** area by highlighting the contractor's name and selecting the button with the right-facing arrow.

If you want to **remove all the contractors** in the **Contractors Added** area, select the button with the double left-facing arrow.

You can reverse the process and move all the contractors back to the **Contractors Added** area by selecting the button with the double right-facing arrow.

When you have finished adding or removing contractors, continue the modify account profile process.

Action: Enter a brief justification statement for your request in the *Justification for Action* field. This field must list the changes you made to your account profile and the reason you are requesting them.

Note: No approval processing is required if the only modification you made to your profile was to remove physicians and/or contractors.

Action: Select the **Next** button when you have completed entering your justification statement.

When you select the **Next** button, the system will display the **Modify Request Confirmation** screen as illustrated in Figure D 36.

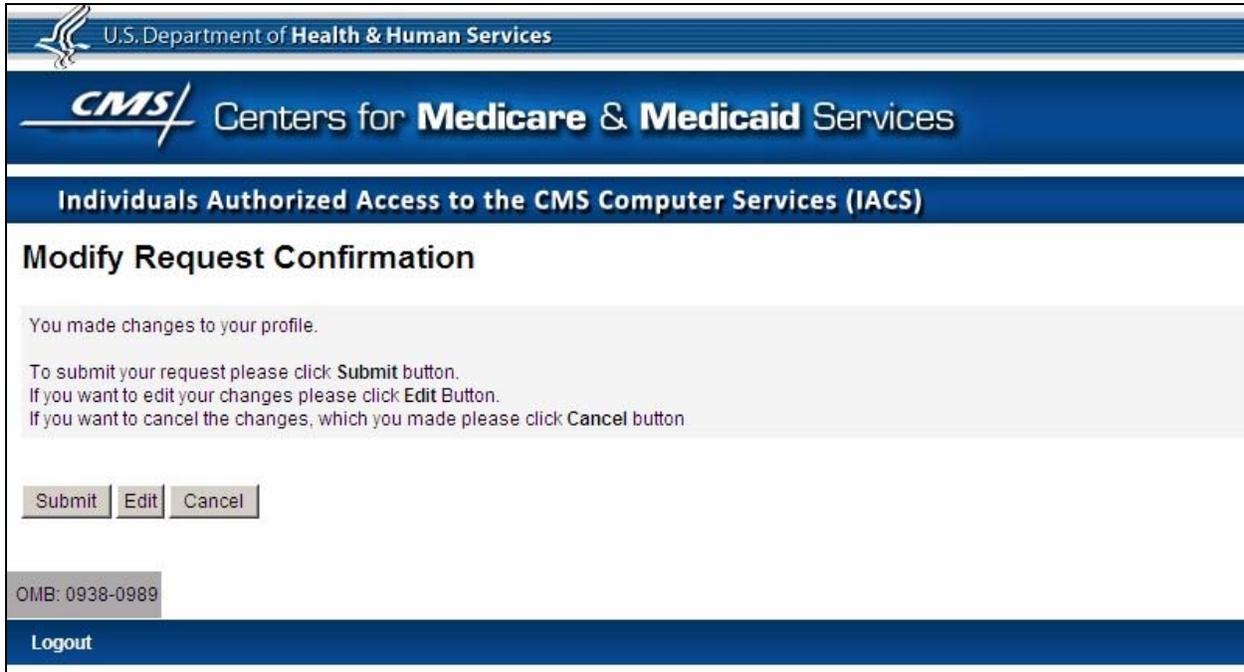


Figure D 36: Modify Request Confirmation Screen

Action: Select the **Submit** button to submit your modification request.

Note: Your modifications will not be completed unless the **Submit** button is selected.

- To return and edit your changes, select the **Edit** button.
- If you select the **Cancel** button, your request will be cancelled and any modifications you entered will be lost. A screen indicating this will be displayed.

When you select the **Submit** button, a **Modification Request Acknowledgement** screen will display as illustrated in Figure D 37.

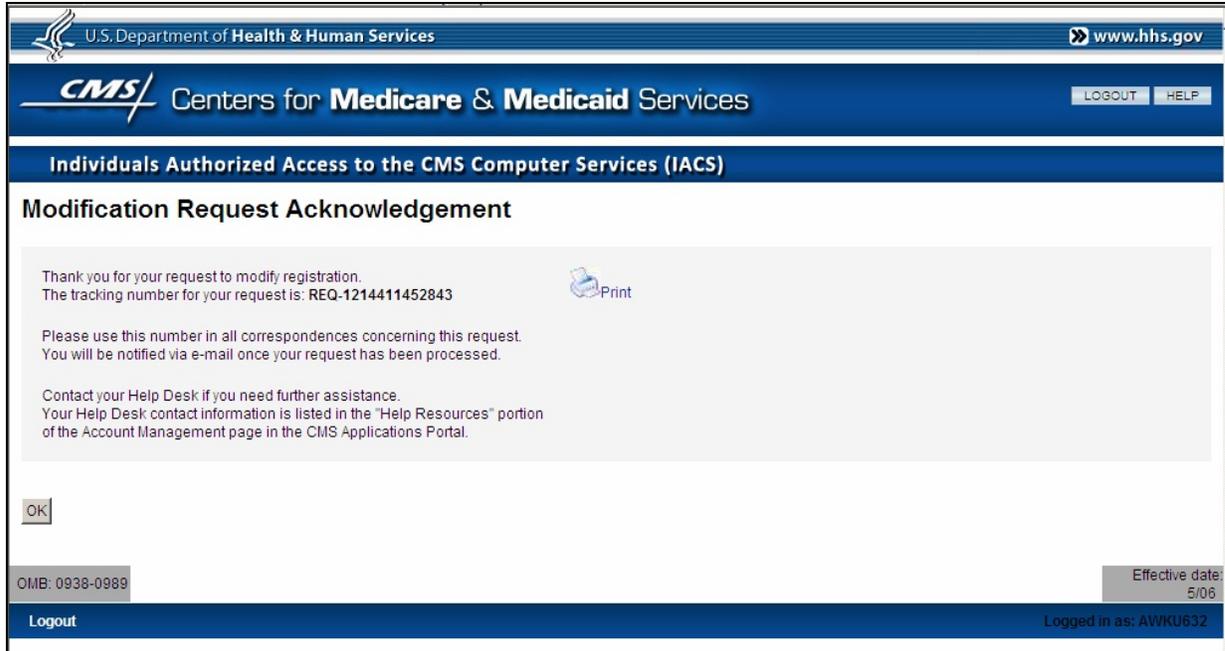


Figure D 37: Modify Request Acknowledgement Screen

The **Modify Request Acknowledgement** screen indicates your request has been successfully submitted and provides a tracking number for your request. **Record this tracking number** and use it if you have questions about the status of your request.

Note: You can print the information contained on the screen by selecting the **Print** icon.

Action: Select the **OK** button to complete the Modify Account Profile process.

The **Modify Request Acknowledgement** screen will close and the system will return you to the **My Profile** screen.

D 3.1.1 After Account Profile Modification

You will be sent an email confirming that IACS has received your request and providing you with a Request Number. You should use this request number if you contact your Help Desk regarding your request.

If an email notification is not received within 24 hours after you modify your profile, please contact your Help Desk.

If your Role is that of **HETS UI User/Approver**, **HETS UI User/Provider**, or **MEIC Help Desk** there are no specifics for you to change using the **Modify HETS UI Profile** function.

If you select the **Modify HETS UI Profile** action, screen will refresh and display your user type, role, Billing Provider NPI number, provider type, and your RACF ID, if you have one. This information cannot be modified.

No action can be taken for these roles in the **Modify HETS UI Profile** functionality.

D 3.2 Add Application

When you select the **Add Application** action, the screen will refresh and you will be presented with a screen similar to the one illustrated in Figure D 38. This action will allow you to request access to other CMS applications integrated with IACS.

In the **Access Request** portion of the screen, the **View My Access Profile** table showing your current applications and roles **is no longer displayed**.

A **new field is displayed** entitled *Select Application* along with the *Justification for Action* field.

Note: This functionality is the same for **all** HETS UI roles.

The screenshot shows a web form titled "Access Request". At the top, there is a "Select Action:" dropdown menu with "Add Application" selected. Below this is a "Select Application:" dropdown menu with "Select Application" selected and an asterisk to its right. Underneath is a "Justification for Action:" label followed by a large text area with a vertical scrollbar and an asterisk to its right. At the bottom left, there are two buttons: "Next" and "Cancel".

Figure D 38: Modify HETS UI Profile – Add Application

The *Select Application* field has a drop-down list of the other CMS applications integrated with IACS as illustrated in Figure D 39.

Note: Your current applications would not be listed because you may only have **one role in an application**.

The screenshot shows a web form titled "Access Request". At the top, there is a "Select Action" dropdown menu with "Add Application" selected. Below this is a "Select Application" dropdown menu with a list of options: "Select Application", "MA/MA-PD/PDP/CC", "CBO/CSR", and "COB". The "Select Application" option is currently selected and highlighted. To the right of the "Select Application" dropdown is a vertical scrollbar. Below the "Select Application" dropdown is a "Justification for Action:" text area. At the bottom left of the form are two buttons: "Next" and "Cancel".

Figure D 39: Add Application – Select Application Drop-down List

Action: Select the desired *Application* from the drop-down list.

Please refer to the procedures for requesting access to the various CMS applications, using the Modify Account Profile option, which are provided in the following IACS Help Document Attachments:

- **Attachment A – MA/MA PD/PDP/CC** – Medicare Advantage/Medicare Advantage Prescription Drug/Prescription Drug Plan/Cost Contracts
- **Attachment B – CBO/CSR** – Community Based Organization/Customer Service Representative
- **Attachment C – COB** – Coordination of Benefits – VDSA and COBA Organizations

D 3.3 Add Community

When you select the **Add Community** action, the screen will refresh and you will be presented with a screen similar to the one illustrated in Figure D 40. This action will allow you to request a role in a CMS User Community.

In the **Access Request** portion of the screen, the **View My Access Profile** table showing your current applications and roles **is no longer displayed**.

A **new field is displayed** entitled *Select Community* along with the *Justification for Action* field.

The screenshot shows a web form titled "Access Request". At the top, there is a "Select Action" dropdown menu with "Add Community" selected. Below this is a "Select Community" dropdown menu with a downward arrow and an asterisk. Underneath is a "Justification for Action" text area with a vertical scrollbar and an asterisk. At the bottom left, there are "Next" and "Cancel" buttons.

Figure D 40: Modify HETS UI Profile – Add Community

The *Select Community* field has a drop-down list containing the available CMS user communities as illustrated in the example in Figure D 41.

This screenshot is similar to Figure D 40, but the "Select Community" dropdown menu is open, showing a list of options: "Select Community" (highlighted in blue), "Provider", and "FI/Carrier/MAC". The rest of the form, including the "Justification for Action" field and the "Next" and "Cancel" buttons, remains the same.

Figure D 41: Add Community – Select Community Drop-down List

Action: Select the desired *Community* from the drop-down list.

Please refer to the procedures for requesting access to the various CMS User Communities, using the Modify Account Profile option, which are provided in the following IACS help document attachments:

- **Attachment E – DMEPOS Community** – Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Competitive Bidding System (DBidS) Community
- **Attachment F – Provider/Supplier – Individual Practitioner**
- **Attachment G – Provider/Supplier and FI/Carrier/MAC Communities**

D 3.4 View My Access Profile

With the **View My Access Profile** action selected, the screen will look similar to the example shown in Figure D 42. In the **Access Request** portion of the screen, a table showing your current applications and roles is displayed. All of the applications and/or community roles for which you are approved for access are listed in this table.

There are no actions for you to take if you select **View My Access Profile**.

Note: This is the **default** view that appears when the Modify Account Profile screen first displays. If you then select the **View My Access Profile** action from the *Select Action* field, the screen will not change.

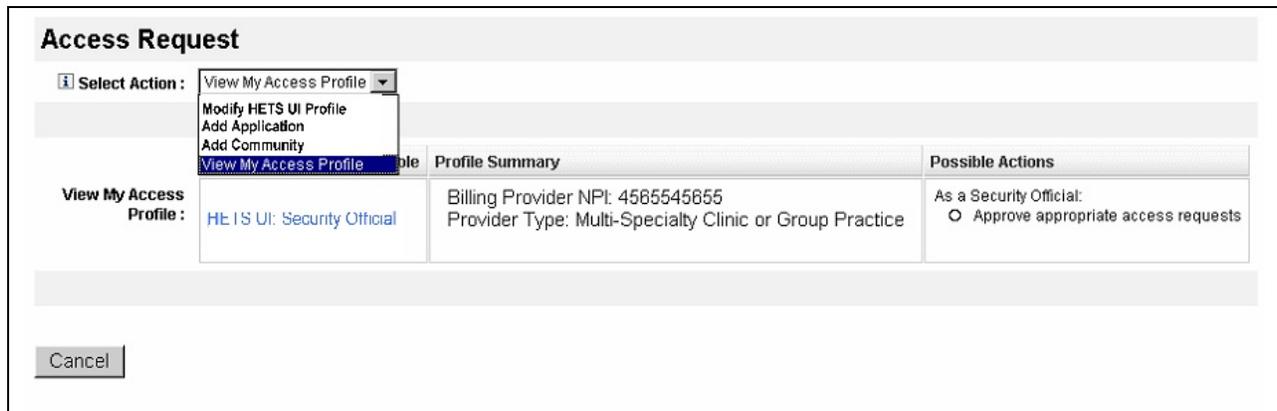


Figure D 42: View My Access Profile Table on Screen

However, if you have recently submitted a Modify Account Profile update request and the request is still awaiting approval, a *Pending Requests* table will display immediately below the **Access Request** label and contain all the requests you have submitted that are still awaiting approval. This table is illustrated in Figure D 43.

Access Request

Application	Request Number	Role	Type of Request
COB	REQ-1196871700402-MODIFY	User/Transmitter	Modify Application/Community

Select Action:

HETS UI: Security Official	ion : Role	Profile Summary	Possible Actions
View My Access Profile:	HETS UI: Security Official	Billing Provider NPI: 4565545655 Provider Type: Multi-Specialty Clinic or Group Practice	As a Security Official: <input type="radio"/> Approve appropriate access requests

Figure D 43: Pending Requests Table on Screen

D 4.0 Login to HETS UI

Once you have been approved and provisioned in IACS, you will want to access the screens for the plans you will be working on. When you login to IACS the system will verify your identity and authorize you to access the desired plan. You will then be presented with the opening screen for the plan you are accessing.

The following steps and screens show you how to access your desired plans through IACS.

Action: Browse to <https://applications.cms.hhs.gov> on the CMS website.

The **CMS Applications Portal WARNING/REMINDER** screen will display as illustrated in Figure D 44.

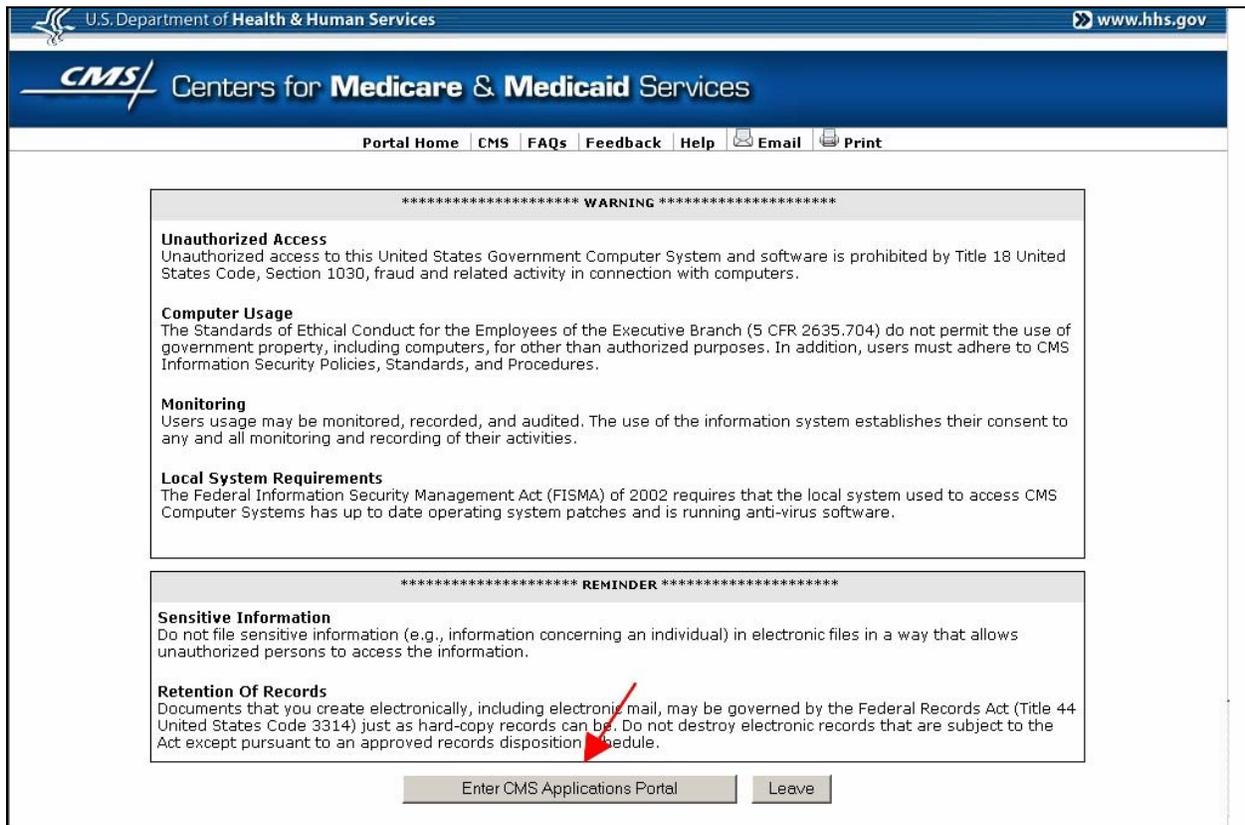


Figure D 44: CMS Applications Portal WARNING/REMINDER Screen

Action: Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Application Portal** button.

If you do not want to proceed any further and you want to exit, select the **Leave** button.

The **CMS Applications Portal Introduction** screen will display as illustrated in Figure D 45.

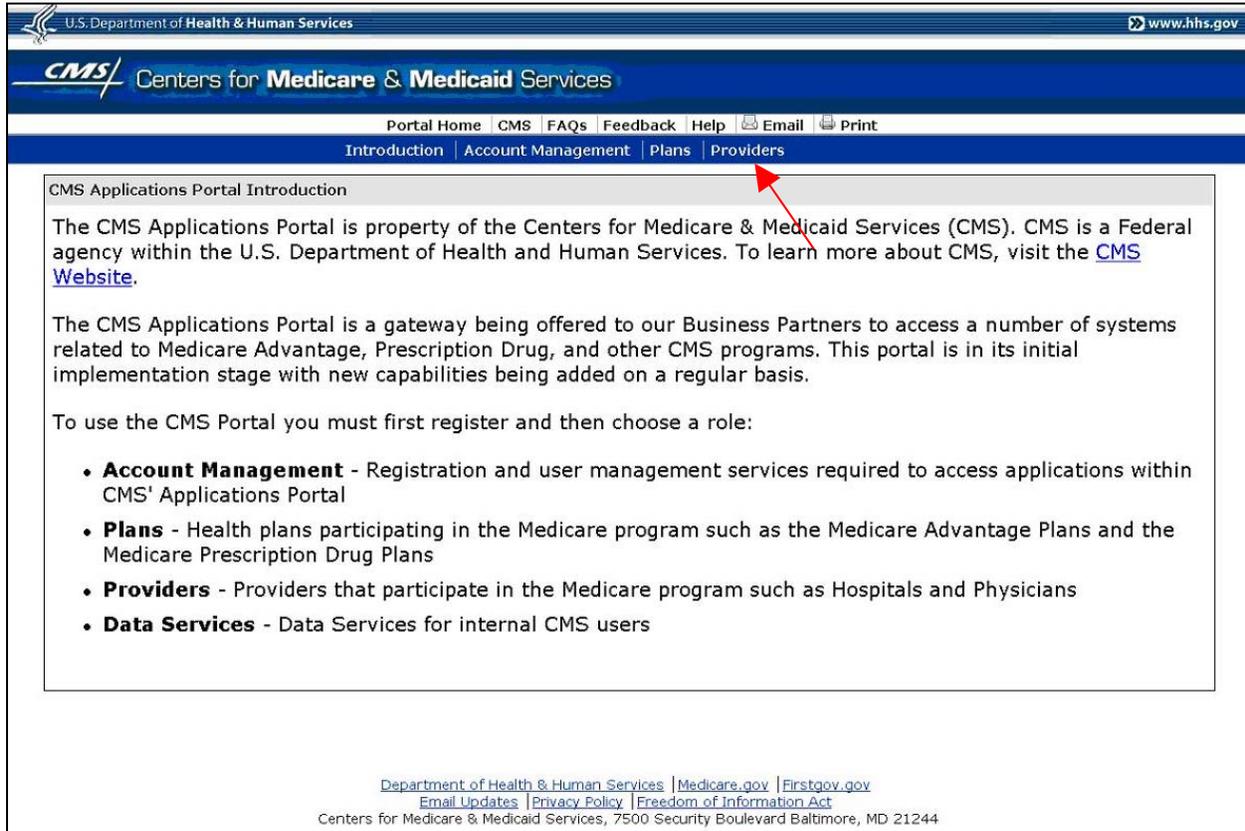


Figure D 45: CMS Applications Portal Introduction Screen

Action: Select the **Providers** hyperlink in the menu bar toward the top of the screen.

The screen will change to the **Providers** screen as illustrated in Figure D 46.

Hyperlinks on this screen will allow users to access selected Provider items and the IACS Community Administration Interface.

The bottom portion of the screen provides Help Resources with Help Desk contact information and email hyperlinks.

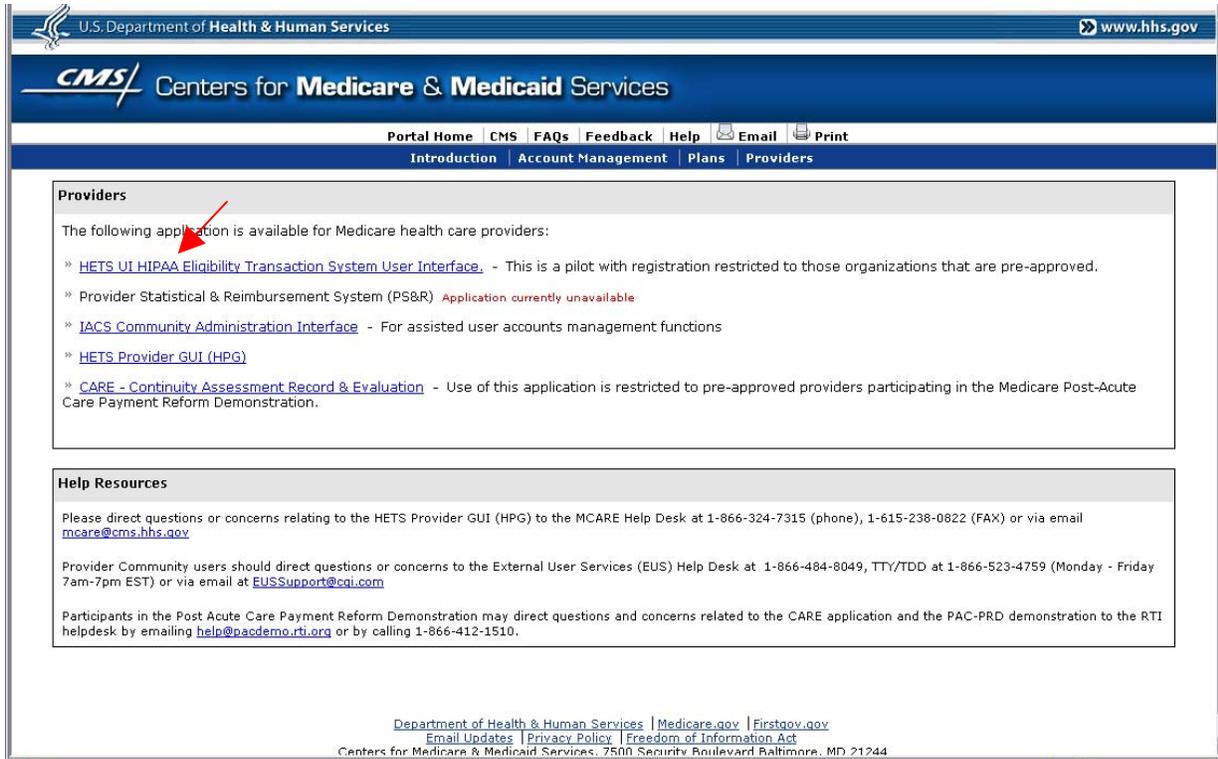


Figure D 46: Providers Screen

Action: Select the ***HETS UI HIPAA Eligibility Transaction System User Interface*** hyperlink.

The **Login to IACS** screen will display as illustrated in Figure D 47.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for **Medicare & Medicaid** Services HELP

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up to date operating system patches and is running anti-virus software.

You must have an IACS User ID and Password to login.
If this is your first time logging in, please use the User ID and the one-time password that was e-mailed to you by IACS.

Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password. For further assistance, contact your CMS help desk.

Enter your User ID and Password, and then click **Login**. If you can't remember your password, click **Forgot Your Password?**

User ID

Password

Figure D 47: Login to IACS Screen

- Action:** Enter your *User ID*.
- Action:** Enter your *Password*.
- Action:** Select the *Login* button.

Note: If you have forgotten your IACS password, select the *Forgot Your Password?* button. Instructions on how to use this function are provided in the IACS User Guide Main Body which can be found under General User Guides and Resources at: www.cms.hhs.gov/IACS.

When you login with your IACS User ID and Password:

1. The IACS system will verify your identity
2. Notify your plan application software that you are authorized to access the application
3. The application will then open the first screen for you to begin your work.

End of Attachment D