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Provider**Hub**

ProviderHub training guide

How to action requests as a ProviderHub administrator





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How to action requests as a ProviderHub administrator

This guide covers:

- how ProviderHub administrators approve or decline ProviderHub access requests from
 other colleagues within their organisation
- how requestors are notified of approvals or declines, how to view their tasks and status.

ProviderHub administrator – notifications and approvals

As a ProviderHub administrator, you will receive an email notification that a colleague has requested access to a task. You will need to log in to ProviderHub to action this.

* 0				
elcome to ProviderHub				
Select vendor				

After logging in, you will be brought to the home page. Click **Select vendor**.

ProviderHub		* ±	
Welcome to ProviderHub			
Currently working for Test DIX Hospital		Change vendor	1. 5
Health treatment	Finance	View forms (last 14 days)	in t
Claim lodgement ACC45	Invoice for services ACC40	 ✓ Sent forms ☑ Draft forms 	
Treatment extension ACC32	Q Find Invoice	Insent forms	
Q Find claim by number	Q Find remittance advice		

I. Select your vendor n the dropdown box.



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ProviderHub

Organisation access		
Colleague	Administrator	
TestThree Maori-Language	Poppy Manager PAU	
There are pending requests for review.	Finance tasks - Involve for services (ACC40)	
Review task requests	Health treatment tasks Find claim by number	

. Select Manage organisation access o view access equests from your olleagues.

You'll need to review the details of each request. Take into consideration the following:

- is the requested access to this task appropriate? •
- are the permissions they have requested appropriate? (e.g. view only and edit only).



Once you've reviewed the request, you can select each task and Approve or Decline.



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