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Provider**Hub**

ProviderHub training guide

Request access to tasks





Provider**Hub**

Request access to tasks within ProviderHub

When using ProviderHub you will need to request access to tasks. User access is based on the needs of your role within your organisation. If you are unsure of what access you need, talk to your organisation's ProviderHub administrator.

This guide will give you an overview on how to request access to be able to:

- find invoice
- find remittance advice
- send invoice
- lodge claim
- find claim.

Before starting you will need to know your organisation's ACC Vendor ID. Your ProviderHub administrator will have this. Users who work for multiple organisations can repeat the process to request task access using the different Vendor IDs.

Request access to tasks

You will be able to request access to tasks once you have completed your authentication and logged into ProviderHub for the first time.

PTOP ProviderHub	
Welcome to ProviderHub	Tost geoms Log Out
Getting started	
To get started, you'll need to request access to tasks. Tasks include claim forms, invoices, or fooking up information.	
1. Go to the user icon at the top right of your screen.	
2. Click on il and select Task Access.	
 Follow the instructions to request access to tasks. 	
 You'll be notified by email when your organisation's Administrator opproves or declines your organis. 	
 If your access is approved, your tasks will appear on this page and you can start them here. 	
1	
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To request access to a task, click on the **user icon** at the top right-hand corner of your screen. Then click on **Task access**.



Request access to tasks and functions



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Task details





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Once the request is submitted, an email will be sent to your organisation's ProviderHub administrator who then approves or declines the request(s).

If you work for multiple organisations, repeat the process using the different Vendor IDs.

Checking the status of your request

ProviderHub				* ±	
Task access					
Home					
Manage your vendors and task access					You can check
To add your organisation and request tasks, click the button on the right. This will only take 1-2 minutes.			Add your vendor		status of each
Test BSA Hospital BSA1234			Edit access		request from t
Your access has been approved. You are set up as an Administrator and any other task requests have b	een automatically approved.				lask access p
Your tasks Finance tasks Status			Administrators		
Invoice for services	ACC40	Approved	Bret Oconnell		
Find invoice		Approved			

If your access request is approved, the tasks you can access will appear on the ProviderHub home page.

Notifications and approval

You will receive an email confirmation once your access is approved or declined.

For any concerns over the decision, contact your organisation's ProviderHub administrator.

When you log in to ProviderHub, you'll be brought to the home page.





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ProviderHub			* ±
Welcome to ProviderHub			
Currently working for Test BSA Hospital			
Health treatment	Finance	View forms (last 14 days)	
Claim lodgement ACC45	Involce for services ACC40	 ✓ Sent forms ✓ Draft forms 	
Q Find claim by number	Q Find invoice	net forms	
Q Find claim by client	Q Find remittance advice		

1. Select your vendor in the dropdown box (e.g. ABC Physiotherapy). 2. Your approved tasks will appear on your landing page as a tile. Click on the tile to start using this functionality.



Request access to tasks and functions