

Provider**Hub**

ProviderHub training guide

Administrator





Provider**Hub**

ProviderHub administrator guide

When your business is onboarded to ProviderHub you will need at least one ProviderHub administrator. This person will be responsible for managing users, setting up new users, task permissions, and off-boarding users.

Administrators will play a key role helping their users sign up and have access to the right tasks. For example, a finance role may only need access to submit and check on invoices, while a health provider needs to be able to submit a claim but may not need to create invoices.

Access nomination form (authorised person)

Kia ora
It's time to register for ProviderHub. The
first step is to nominate your ProviderHub administrator(s). You can nominate yourself
to be the ProviderHub administrator or assign this role to a member of your team.
Every business needs at least one administrator onboarded before they can add their
colleagues and start using the system.
Please click the button below and follow the instructions to nominate your
administrator.
Nominate your organisation's administrator(s)

An email will be sent to the authorised person(s) with a link to the ProviderHub administrator nomination form.

Open the nomination form through the link provided.

Complete nomination form (authorised person)

ProviderHub		
Admin selection		
Set your organisation up to use Provide	rHub	
Use this form to tell us who will held the role of ProvidentA&Administrators for The Step 1 of 2 ProvidentAbAdministrators Step 1 of 2 ProvidentAbAdministrators Water deven a ProvidentAb Administrator add The ProvidentAbAdministrator add The ProvidentAbAdministrators The ProvidentAbAdministrators The ProvidentAbAdministrator		
* Full name	* Email oxidress	Role at organisation (optional)
Að Josefter Aðrinkstoter		Red

Fill in the required details on the nomination form **Step 1** of **2**.





ProviderHub

966 Provide	Hub		
	Admin selection		
	Set your organisation up to use Provider Use this term to tell us who will had the rale of Provider lide Administrator for Te A Step 2 of 2 Declaration of Authority		
	Administrators 1 of 1 item		
	Full name V		Role at organisation
	Filu End User	置 christine.morris@acc.co.nz	Providentlub Administrator
	Please provide the following information about yourself and check the bax below: * Full name	*Ernol oddress	* Role at organisation
	I am the Authorised Person and confirm I have the authority to nominate a ProviderHub	Administrator on behalf of Te Ara Medical Centre (CMV6006).	
			Bock Subwit
CIER Hake	gare. He Manaaki, akonsa.		
	fion, save, necessary		
			्र की में
			(b) Te Kāwanatanga o Aotearos

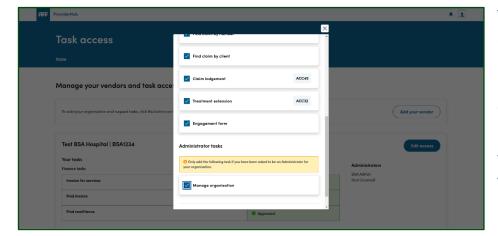
Proceed to Step 2 of 2 and complete the remaining fields.

	<u> </u>
ProviderHub	
Admin selection	
Success	
Thank you for your submission. Confirmation emails will be sent to the individuals you have chosen.	
He Kaupore, Ne Hanadil. He Walkoore. presention.com.com.com.com.com.com.com.com.com.com	Contact About ProviderHub Help
Te Kliwanatanga o Aotearea New Zealand Government	Terms of use \oslash Privacy \oslash Disclaimer and copyright \circledcirc
19497	

Submit the form to receive a success confirmation screen.

A one-time code will be sent to the email address entered by the nominator.

Log into ProviderHub



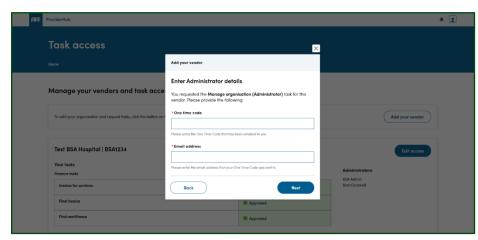
The ProviderHub administrator logs into ProviderHub and proceeds to the Task access page.

Enter Vendor ID and then select tasks, you will need to select Manage organisation to be an administrator.

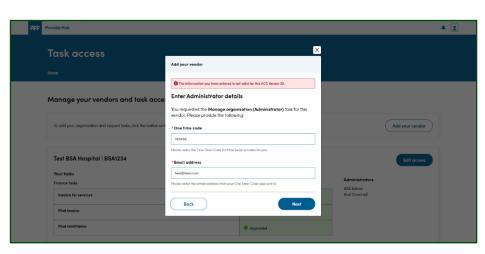


ProviderHub

Enter one time code

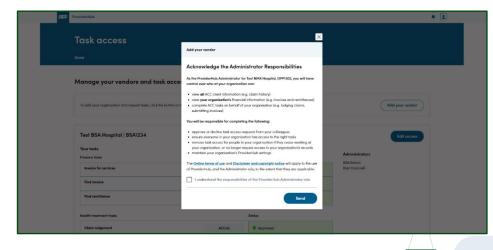


The ProviderHub administrator is prompted to enter the one-time code and email details.



If either the one-time code or email address is incorrect, an error message will be displayed.

Acknowledge responsibilities



After entering the correct one-time code and email address, an Acknowledge the Administrator Responsibilities popup is displayed.



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The ProviderHub administrator must tick the checkbox to proceed.

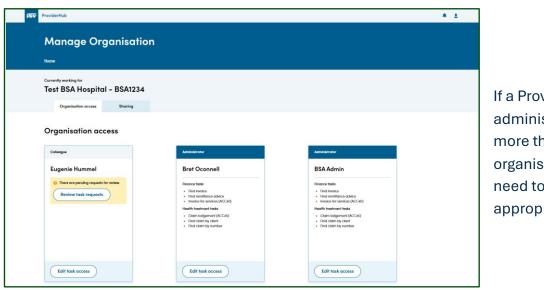
Upon clicking Send, the system refreshes the Task access page, and the requested tasks are automatically approved.

Approve tasks

The ProviderHub administrator is also responsible for ensuring staff using ProviderHub have the right access to the right tasks and information.

PrevidenHub	* ±
Welcome to ProviderHub	
Please select a vendor to start a task.	Select vendor
—	
A Register to House Manual A	Contact About Providentitub Help
Te Käwnstanga o Aotearoa New Zealard Government	Terms of use 🛞 Privacy 🛞 Disclaimer and copyright 🕑

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



If a ProviderHub administrator manages more than one organisation, they will need to select the appropriate vendor.





Provider**Hub**

ProviderHub		* <u>1</u>
Currently working for		Change vendor
O There are pending task access requests to review. <u>Review task requests</u>		
Health treatment	Finance	View forms (last 14 days)
Claim lodgement ACC45	Invoice for services ACC40	 ✓ Sent forms Ø Draft forms
Q Find claim by number	Q Find involce	 ✓ Unsent forms
Q Find claim by client	Q Find remittance advice	
	Administrator tasks	
	P Manage organisation	

The ProviderHub administrator proceeds to approve tasks by clicking Review task requests or Manage organisation.

ProviderHub		A 1
Manage Organisation	× Pending task requests	
Home	Select tasks below and click Approve or Decline to address this pending task request for:	
Currently working for Test BSA Hospital - BSA1234 Organization access Bearing	Eugenie Hummel Requested tasks	
Organisation access	Invoice for services (ACC40) Find claim by client	
Cofleague	Find claim by number Find invace	
Eugenie Hummel There are pending requests for review.	Admin Find remittence odvice red texts	
Review fask requests	Claim lodgement (ACC45) end sentimenta advise moles for advised (ACC46) Treatment extension (ACC32) Dim lodgement (ACC66)	
	Engogement form (3CEF)	
Edit task access	Cancel Decline Approve Edit task access Edit task access	

Select tasks from the list using the checkbox and Approve or Decline the request.

You can also manage ACC45 and ACC40 sharing at the vendor level from this screen.

Note: Administrators will be using the Manage Organisation page often. This is where you will see if you have requests from your colleagues. Administrators will also receive an email notification when a request is waiting to be actioned.

Administrators can also turn on or off the ability to share forms.





ProviderHub

Removing feature access and users

Organisation access Sharing		
Organisation access		
Administrator	Colleague	Colleague
Administrator	Colleague	Coneague
Filter check adminUser	PS end user1	Test Auto PHEndUser
Finance tasks	Finance tasks	Finance tasks
Find invoice Find remittance advice	Invoice for services (ACC40) Health treatment tasks	Invoice for services (ACC40) Health treatment tasks
Health treatment tasks	Claim lodgement (ACC45)	Claim lodgement (ACC45)
Claim lodgement (ACC45) Engagement form (SCEF)	Engagement form (SCEF)	
 Find claim by client 		
Find claim by number Treatment extension (ACC32)		

From the Manage Organisation page, the ProviderHub administrator can remove task access for a user at their organisation.

Click the Edit Task access button.

Edit access			
Select or unselect tasks below and click Save changes to update access for:			
Filter check adminUser			
Health treatment tasks			
Find claim by number		Approved	
Find claim by client		Approved	
Claim lodgement	ACC45	Approved	
✓ Treatment extension	ACC32	Approved	
Engagement form		Approved	

Deselect any Approved tasks you want to remove access to.

Click the Save changes button.

If all the **Approved tasks** have been removed, the user tile will be removed from the organisation access page.





ProviderHub

Where to get help

If you require assistance on registering for My Health Account Workforce, email accproviderhub@acc.co.nz.

What to have ready before you contact us:

- Vendor ID
- Your email address
- The name and email address of the affected user
- Screenshots of the issue •

