

Molina Self Enrollment Application

Molina Self Enrollment

- To begin using Provider WebConnect immediately, **at no cost**, simply go to <https://office.emdeon.com/vendorfiles/molina.html> and select “Enroll New Customer.” At the conclusion of the online setup process you will be issued user credentials that can be used to immediately begin submitting eligibility, checking claims status or creating claims online. If you opt to import claims from your practice management system, rather than creating them in WebConnect, you will be contacted within 48 hours of enrollment to complete the mapping process.
- Should you want to utilize WebConnect for additional payers, an all-payer version of the product is available for purchase. Please contact us at **866-363-3666** or e-mail Physicianinfo@emdeon.com if you would like any additional information.

Login page



MOLINA[®]
HEALTHCARE

Login

Please enter your Username and Password to login.

Username

Password

Login

Enroll New Customer | [Forgot Password?](#) | 

User accesses

<https://office.emdeon.com/vendorfiles/molina.html> and selects the “Enroll New Customer” link from the portal login page.



Molina Portal Pre-Reg.



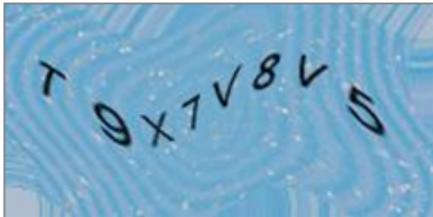
Provider Self Enrollment

Pre-Registration

Pre-register for self enrollment by completing the form below. You will receive an e-mail with instructions on how to complete the process. Please make sure that your junk mail filters are configured to allow inbound email from officenotify@emdeon.com. If you do not receive an email with the subject Enrollment Request in short order, please check to see if it may be filed in your junk mail folder.

*Email Address

*Organization Tax ID



People with malicious intentions sometimes use automated programs to attack ordering systems. To counteract this practice we ask that you type in the displayed word before we process your enrollment request. If you don't see an image, make sure your browser is set to display images and try again. If you're not sure what the word is, make your best guess. If you're incorrect, you'll get a chance to try again.

*Security Word

Submit

Reset

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Upon submission, an email is generated to the provided address with a link to complete the enrollment. NOTE: the link expires after 3 days. If the link is not used within that time frame, the user will need to revisit the "Enroll New User" link on the portal login page.



Pre-Registration completion message:

- “An email has been sent to you. Please check your email and follow the instructions provided in the email to continue enrollment
- Click OK to complete your session and close your browser.

- Email message:
- Thank you for your enrollment request. Please follow the link below to complete your enrollment
- <https://officemail.emdeon.com/SelfEnrollment/Enrollment.aspx?Guid=74cf00da-fff4-4540-9cc7-bf3391ff2a1c>
- If you have not resumed your enrollment within 3 days, your request will be deleted.
- You will need to start the process from the beginning if you still wish to obtain an account after your request is deleted.

Registration - Organization Info Tab

The screenshot shows the 'emdeon' logo in the top left and 'Provider Self Enrollment' in the top right. Below the logo are three tabs: 'Organization' (highlighted), 'User Info', and 'Provider Info'. The main content area contains the following fields and instructions:

Add the organization information for your primary office, clinic, agency, or hospital, then click **Next**.

- *Organization Name:
- *Organization Tax ID:
- *Address Line 1:
- Address Line 2:
- *City:
- *State:
- *Zip/Postal Code:

A red box highlights the 'Next' button at the bottom right of the form area.

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Enter your organizational information into the required fields and select "Next".



Registration - User Info Tab

The screenshot shows the 'emdeon' logo in the top left and 'Provider Self Enrollment' in the top right. Below the logo are three tabs: 'Organization', 'User Info' (which is highlighted), and 'Provider Info'. A text box below the tabs reads: 'Add the primary user to be the designated contact and serve as the site administrator for your organization, then click Next.' The form contains several fields, all marked with an asterisk to indicate they are required: '*User Name', '*First Name', '*Last Name', '*SSN (Last 4 Digits)', '*Date of Birth', '*Phone', 'Fax', '*Security Question #1', '*Security Question #1 Answer', '*Security Question #2', and '*Security Question #2 Answer'. At the bottom of the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red rectangular box. A callout box on the right side of the form contains the text: 'Fill in the required fields for the person requesting access. If your selected username is already taken, you'll be prompted to choose another. Click "Next" when complete.'

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Provider Self Enrollment

Organization User Info Provider Info

Add the primary user to be the designated contact and serve as the site administrator for your organization, then click Next.

*User Name

*First Name

*Last Name

*SSN (Last 4 Digits)

*Date of Birth

*Phone

Fax

*Security Question #1

*Security Question #1 Answer

*Security Question #2

*Security Question #2 Answer

Previous Next

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Fill in the required fields for the person requesting access. If your selected username is already taken, you'll be prompted to choose another. Click "Next" when complete.



Sample Error Message – User Name already exists

*Tax Id Type: Employee Id SSN

*NPI:

Provider ID:

e/Organizatio

First

Midd

entials (i.e. M

*Specialty:

Add New:

TAX ID	NPI	First Name	Last Name	Actions
32	3453453453	dfsdgsg	dfgdffdgdfgdf	Edit Delete

Previous

User Name - testAshik already exists .
Please try another user name.
User Name :

Registration - Provider Info Tab

The screenshot shows the 'emdeon' logo and 'Provider Self Enrollment' title. The 'Provider Info' tab is active. A text box instructs: 'Add each provider within your organization using the **Add Provider** form below, then click **Finish** when done.' The form includes fields for: *Tax Id (with a 'Copy From Organization' link), *Tax Id Type (radio buttons for Employer ID and SSN), *National Provider ID (NPI), Payer Assigned ID, *Organization or Last Name, First name, Middle Initial, Credentials (e.g., MD,RN), and *Specialty (a dropdown menu). Below the form are 'Add Provider' and 'Reset' buttons. A table below the buttons has columns for TAX ID, NPI, First Name, Last Name, and Actions, with the text 'No Provider(s) added.' below it. At the bottom are 'Previous' and 'Finish' buttons, with 'Finish' highlighted by a red box. The footer contains the copyright notice: '© Copyright Emdeon Business Services LLC, 2005-2009. All Rights Reserved.'

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Provider Self Enrollment

Organization User Info **Provider Info**

Add each provider within your organization using the **Add Provider** form below, then click **Finish** when done.

*Tax Id [Copy From Organization](#)

*Tax Id Type Employer ID SSN

*National Provider ID (NPI)

Payer Assigned ID

*Organization or Last Name

First name

Middle Initial

Credentials (e.g., MD,RN)

*Specialty

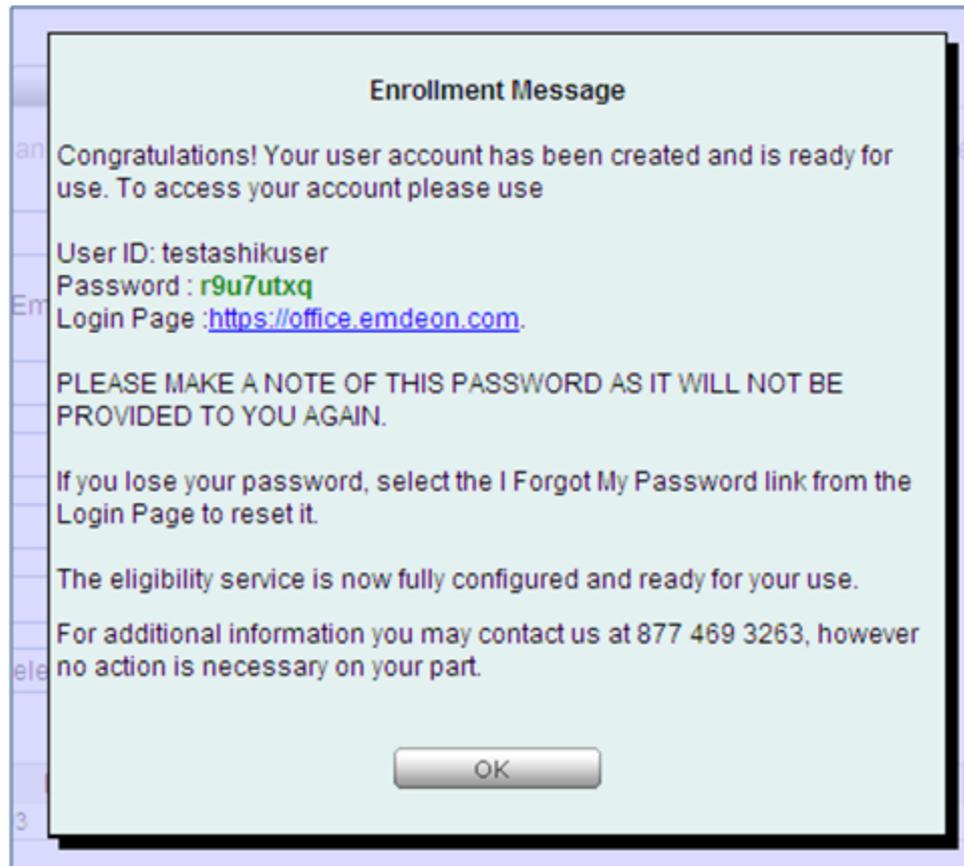
TAX ID	NPI	First Name	Last Name	Actions
No Provider(s) added.				

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Fill in the required fields for each provider desiring access to the portal. Use the "Add Provider" button to enter new credentials. Click "Finish" when all providers have been entered.



Successful Enrollment Message



Upon completion of Self Enrollment, the completion message displays the login credentials and instructions for accessing the portal.

NOTE: users will be prompted to change their password at first login.

Completion Message Email

- Your user account has been created and is ready for use. To access your account please use
- User ID : newuser123
- Login Page : <https://office.emdeon.com>.
- If you lose your password, select the I Forgot My Password link from the Login Page to reset it.
- For additional information you may contact us at 877 469 3263, however no action is necessary on your part.

Molina WebConnect Portal

The screenshot displays the Molina WebConnect Portal interface. At the top left is the Molina Healthcare logo. The top right shows the user is logged in and the date is Wednesday, May 23, 2012. A navigation bar contains links for Eligibility, Claims, Batch Manager, and Setup. On the right side of the navigation bar are icons for help, print, and a home button, along with a [Customize] link. The main content area is titled "Molina Healthcare Home" and is divided into three columns. The left column contains a "Message Center" with 5 unread mail messages, 0 claims batches to supplement, and 0 un-worked claim rejections. Below this is a "Flash Messages" section with a link to "Email and Reports Frequently Asked Questions (05/14/2009)" and a link to "View Archived Flash Messages". The bottom section of the left column is "Promotions", featuring "Take the Hassle Out of Payment Management" and "Susan G. Komen for the Cure Patient Education Literature". The middle column is titled "Molina Library" and contains a link to "Molina Healthcare". The right column is titled "Customer Support" and lists various resources: "24/7 Online Support", "Online Training", "General User Guide PDF", "Real Time User Guide PDF", "Claims User Guide PDF", "Frequently Asked Questions", "System Requirements", "Contact Us", "Feedback", "HIPAA Statement", and "Business Associates Agreement". At the bottom of the page is a copyright notice: "Copyright © 1996-2012 Molina Healthcare Business Services LLC. All rights reserved. Help|Glossary|Contact Customer Support|License and Business Associate Agreement Molina Healthcare subscribes to the HONcode principles of the Health On the Net Foundation".

For support needs, providers may contact Molina Customer Service
at: <http://www.molinahealthcare.com/Pages/index.aspx>