

## ProviderOne Security Spreadsheet Instructions

Recommended for providers with:

- Three or more organizational/individual “pay-to” National Provider Identifiers (NPIs); **OR**
- More than 25 staff that will use ProviderOne.

The Department of Social and Health Services (DSHS) issues a single login and password per organizational/individual pay-to NPI. Each pay-to NPI associated with your business has its own domain and security credentials.

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### Before you complete the Security Spreadsheet:

1. **Determine your organization’s Security Administrator** – the person who will add staff and set their level of ProviderOne access. You can add more than one Security Administrator for each domain.
2. **The Security Administrator should get the security credentials and domain number for each organizational/individual pay-to NPI associated with your business.** You can find these at <https://fortress.wa.gov/dshs/npicaphrsa>.
  - a. Click “Select Provider.”
  - b. On the Enter Provider Information page, click “No” on Billing Agent/Clearinghouse.
  - c. Enter your current seven-digit Medicaid number.
  - d. Add a zero to the front of your tax ID number, and type it in.
  - e. Check the “SSN is My Tax ID” box.
  - f. Click “Continue.”
  - g. Select “Security Credentials.”
  - h. Review the list of Medicaid IDs that have been consolidated to one NPI or ProviderOne ID. More than one Medicaid number may be mapped to a given NPI or ProviderOne domain number. The Security Administrator will manage all Medicaid IDs listed.
  - i. Review terms of the agreement and “Accept” or “Decline.”
  - j. Enter contact information.
  - k. Export security credentials for future reference. You will need the ProviderOne ID from those security credentials to complete the security spreadsheet.
  - l. Close the application. A temporary password will be sent to the e-mail address you entered on the Contact Information screen. You do not need the password indicated. Your login and password will be created after you send us the Security Spreadsheet.
  - m. Repeat the process for each of your organization’s tax ID numbers.
3. **The Security Administrator completes a Security Spreadsheet for each “ProviderOne Domain name.”** The spreadsheet is designed to add new users. *If you have already set up employees in ProviderOne, do not include them on the spreadsheet.* You will be able to change access levels, add, or remove users directly in ProviderOne once you have submitted the spreadsheet and received your login and password. Include information for all employees you want to add, including yourself if you don’t already have access to ProviderOne.

**TIP:** We recommend you designate two Security Administrators. This allows for coverage when one is out, and for extra resources when users get locked out.

## Completing the Security Spreadsheet:

Complete a separate spreadsheet for each ProviderOne domain. Send each spreadsheet separately. Do not change the formatting or titles of the columns, or remove the footer. The spreadsheet workbook has additional tabs, including an example spreadsheet.

**TIP:** Use the security information (including your ProviderOne domain number) exported from <https://fortress.wa.gov/dshs/npicaphrsa>.

Column	Required or Optional	Description
A	Required	Enter your seven-digit ProviderOne domain number.
B	Optional	Enter all seven-digit legacy MMIS IDs associated with that NPI.
C	Optional	Enter in the pay-to NPI, if it is helpful to you.
D, E, F	Required	Enter first names, last names, and e-mail addresses of the employees you want to have access to ProviderOne. Security Administrators should include themselves if they do not already have access to ProviderOne. Do not leave blank lines between employees. If you have multiple MMIS IDs under the same pay-to NPI and the same person(s) transacts with some or all of those MMIS IDs, you only need to enter their information once.
G	Required	Create a username/login ID for each employee using ProviderOne. It must be 6-10 alphanumeric characters, with no special characters. It is case sensitive and must be unique for each Excel sheet. (If you have an employee who will be working in more than one domain, you may use the same username/login ID.)
H	Optional	The EID is an Employee Identification Number. If your organization uses an EID, you can enter it here if it is 1-20 alphanumeric characters (no special characters). If left blank, this field will be auto-populated by the system. <b>Do not use Social Security Numbers or any personal information for an EID.</b>
I	Required	Enter the employee's date of birth in mm/dd/yyyy format. Please use leading zeros and all four digits of the birth year (02/02/2000). If you are not able to provide an employee's actual birth date, make sure the employee saves the date used for future password resets.
J	Optional	Enter the employee's phone number (123456789); do not use dashes or extensions.
K-V	Required Choice	Mark ("X") one or more security profiles for each employee. <b>You will need at least one user with the System Administrator profile to manage users, and at least one user with the EXT Provider File Maintenance profile to complete ProviderOne registration.</b> For descriptions of the profiles, select the second tab of the spreadsheet or visit <a href="http://hrsa.dshs.wa.gov/ProviderOne/documentation/Security/EXT Provider security profiles.doc">http://hrsa.dshs.wa.gov/ProviderOne/documentation/Security/EXT Provider security profiles.doc</a> . Note: The EXT Provider Managed Care Only is only available for Managed Care Organizations.

- Save the spreadsheet using the seven-digit ProviderOne domain number as the title (1012345.xls). Please do not add any other information in the title.
- Save a copy of this spreadsheet and print a copy for your records.
- E-mail your spreadsheet to [provideronsecurity@dshs.wa.gov](mailto:provideronsecurity@dshs.wa.gov).
- DSHS will set up your employees in ProviderOne within a few days. Once your accounts are set up using the spreadsheet, you will need to log in within 120 days, or your passwords will expire.
- DSHS will change users' temporary passwords if they get locked out. However, through the normal security spreadsheet process, a temporary password will be e-mailed to the person who submitted the spreadsheet(s).
- The person in your organization who is assigned the EXT Provider File Maintenance or EXT Provider Super User profile can now begin to complete ProviderOne registration activities, if applicable. (If your System Administrator will be completing the Registration activity, he or she will need to be assigned and use one of those profiles.) Visit <http://hrsa.dshs.wa.gov/ProviderOne/Registration.htm> for more information regarding the registration activity.

## Questions?

- E-mail [provideronsecurity@dshs.wa.gov](mailto:provideronsecurity@dshs.wa.gov).
- Call 1-800-562-3022, select option 2, then option 4, then option 1.