



PRIMARY PROVIDER MANAGEMENT COMPANY INC.

connectTM

Training Guide

User Preferences

&

Changing Your Password

Navigation

Home Screen

The screenshot shows the Vantage Medical Group Home Screen. The header includes the logo, the text "VANTAGE MEDICAL GROUP", and "Providing Healthcare Management". The right side of the header shows user information: "Home | Log Out", "Logged in: Providertest777", "Providertest777", "Message Center (0 New)", "Role: De fault Provider", and "Access List: CARCAMO, MARIO P". The main content area is divided into three sections: "Patient Management", "Office Management", and "Administration". Each section has a corresponding blue callout box with an orange arrow pointing to the relevant menu items. The "Patient Management" callout points to the "Current Patient" dropdown and "Search Patients" link. The "Office Management" callout points to the "Eligibility", "Claims", "Re ferrals/Auths", "Provider Dire ctory", "Formulary", "Code Lookup", "Re ports", and "File Transfer Agent" links. The "Administration" callout points to the "User Pre ferences" link.

Patient Management

Office Management

Administration

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One or more patents apply to aspects of the site and to certain features and services accessible via the site, including without limitation: US Patent Nos. 7,428,494, 7,440,904, 7,475,020, 7,509,264, 7,533,030, 7,664,660, 7,693,730 and 7,685,003.

Administration

Administration

User Preferences

- User Preferences allows you to customize your ***connect***[™] account
- You can change the following information:
 - First Name
 - Middle Initial
 - Last name
 - E-mail address
 - Title
 - Office Phone/Fax

User Preferences




VANTAGE MEDICAL GROUP
Providing Healthcare Management



[Home](#) | [Log Out](#)
 Logged in: Training 1
 **Message Center (1 New)**
 Role: Default Provider
 Access List: TRAINING 1

- Patient Management
 - Current Patient : (None)
 - [Search Patients](#)
- Office Management
 - [Eligibility](#)
 - [Claims](#)
 - [Referrals/Auths](#)
 - [Provider Directory](#)
 - [Formulary](#)
 - [Code Lookup](#)
 - [Reports](#)
 - [File Transfer Agent](#)
- Administration
 - ▶ [User Preferences](#)

User Information		Help 
First Name	<input type="text" value="Jane"/>	
Middle Initial	<input type="text"/>	
Last Name	<input type="text" value="Doe"/>	
E-mail Address	<input type="text" value="janedoe@email.com"/>	
Confirm E-mail Address	<input type="text" value="janedoe@email.com"/>	
Title	<input type="text" value="Office Staff"/> e.g., Office Manager	
Office Phone	<input type="text" value="555-555-5555"/>	
Office Fax	<input type="text" value="None"/>	
Local Administrator:	<input type="checkbox"/>	
<input type="button" value="Submit"/>		

Indicates required field

Default Preferences				
Default				
Primary Provider Management Company, Inc. - Provider Portal				
<input checked="" type="radio"/>	Role	Entity List Name	Registration Status	Default
<input checked="" type="radio"/>	Default Provider	TRAINING 1	Confirmed	<input checked="" type="radio"/>

Administration

User Preferences

- Change Password
 - To change your password, you must input the following:
 - Current Password
 - New Password
 - Verify New Password
 - Password Reminder Question
 - Security Question
 - Security Answer

Administration

User Preferences

- **Current Password**
 - Type your current password in the **Current Password** text box and press TAB.
- **New Password**
 - Type your new password in the **New Password** text box and press TAB.
 - **connect**[™] uses passwords to fulfill HIPAA's requirement to identify a user's identity by using a password system. To maintain the confidentiality of the information you access through **connect**[™], do not share your password with others.
 - Some basic password rules that **connect**[™] requires are: you may not use your **connect**[™] user ID as a password; you may not use your first or last name as a password; and passwords are case sensitive.
- **Verify Password**
 - Retype your new password in the **Verify New Password** text box to ensure it was correctly entered the first time and press TAB.

Administration

User Preferences

- **Password Reminder Question**

- Type a reminder question in the text box to help you remember your password. Your reminder question may not contain your password. For example, if your password is “Springfield” your question cannot be “What is the capital of Illinois?” However, your question could be “Where is my favorite vacation spot?”
- If you do not remember your password, you may view your password reminder question by selecting the underlined *“Forgot your password?”* link from the sign in page. After entering your correct user ID, your reminder question will be displayed.

- **Security Question**

- The first time you sign in to **connect**[™], you will be asked to select a security question.
- Select a security question from the options included in the list.
- In the event that you forgot your user ID or password, you will need to select the *“Forgot your password?”* link. You will then be asked to verify your identity by asking you the security question that you selected from the list. You will be required to provide the answer to the security question that you entered before the system will allow you access to your password information. ***It is extremely important that you not share the answer to your security question with anyone else in order to safeguard your password information.***

Getting Help

By e-mail :

ConnectSupport@ppmcinc.com

Phone: 951-280-7763

Fax: 951-280-8221