

Provider Training Calendar 2023

October to December

How To Register for Provider Training

Wyoming Medicaid providers are encouraged to register for provider training via the GoTo Webinar application as soon as possible.

To register, complete the following:

1. View the Provider Training Calendar.
2. Select the training you wish to register for and attend. The GoTo Webinar page opens in a browser window displaying the selected training, selection for dates and times available, and requested information required to complete registration.
3. Select the applicable date and time from the available options in the drop-down list.
4. Enter the provider's First Name, Last Name, and Email Address in the applicable fields.
5. Select **Register**.

Upon completion of the online registration, Providers receive a confirmation email from the GoTo Webinar application. The confirmation email contains key information, including:

- Date and time of the selected Provider training
- Join Webinar link – At the specified date and time, select this link to join the online Provider training
- A link for to check your computer system to ensure there are no connection issues during the online webinar (this checks your Operating System [OS], web browser, and internet connection strength)
- Options for audio during the webinar (computer audio or telephone)
- Webinar ID Number
- Option to cancel registration for the online Provider training



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October

Monday	Tuesday	Wednesday	Thursday	Friday
02	03	04	05	06
		1:30 PM to 2:45 PM New Provider Web Registration & Portal Functions		
09	10	11	12	13
	9 AM–10:30 AM – Open Session Waiver			
16	17	18	19	20
		9 AM–10:30 AM – Open Session Waiver		
23	24	25	26	27
	9AM-1030AM New Provider Web Registration & Portal Functions			
30	31			

*Refer the Provider Training Table at the end of this document for additional information such as training descriptions, audiences, and estimated training duration.

Updated 8/29/2023



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November

Monday	Tuesday	Wednesday	Thursday	Friday
		01	02	03
		1:30 PM – 2:45 PM Open Session Professional		
06	07	08	09	10
	9AM-1030AM Open Session Dental			Holiday
13	14	15	16	17
		9 AM-10:30 AM New Provider Web Registration & Portal Functions		
20	21	22	23	24
			Holiday	
27	28	29	30	
		1:30 – 3PM New Provider Web Registration & Portal Functions		

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Provider Training Calendar 2023

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December

Monday	Tuesday	Wednesday	Thursday	Friday
				01
04	05	06	07	08
Diabetic Prevention Program- Provider Workshops Taking Place in December!	9 AM-10:30 AM Diabetic Prevention Workshop	1:30 PM- 3:00 PM Diabetic Prevention Workshop		
11	12	13	14	15
	9:00 AM-10:30 AM New Provider Web Registration & Portal Functions 1:30 PM- 3:00 PM Diabetic Prevention Workshop	9 AM-10:30 AM Diabetic Prevention Workshop		
18	19	20	21	22
	9 AM-10:30 AM Diabetic Prevention Workshop	1:30 PM- 3:00 PM Diabetic Prevention Workshop		
25	26	27	28	29

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Training Name	Audience	Description	Estimated Duration
Diabetic Prevention Workshop	All providers excluding (Waiver, CME, SBS)	<p>Field Representatives will be conducting Work Shops specifically for the Diabetic Prevention Program. They will be offered in virtually via GoWebinar</p> <ul style="list-style-type: none"> For training in the meantime, please email the field representatives at wypvideroutreach@cns-inc.com. For claim denials, password resets, or other login issues contact Provider Services at 1-888-996-6223. 	1.5 Hours
New Provider Portal Registration and Functions	New Providers, New Users, New Billers	<p>How to register a new portal account, add someone to an existing portal account, and a Portal Tour.</p> <p>*New Providers: If you do not have your letter with your Temporary Key, please call the Call Center or Field Reps to get it prior to attending this training.</p>	1.5 Hours
Professional Open Session	All CMS-1500 Billers (Not Waiver, CME, SBS)	Field Representatives will be providing instruction on submitting Claims, Web Portal functions and answer questions.	1.25 Hours
Dental Open Session	All Dental Billers	Field Representatives will be providing instruction on submitting Claims, Web Portal functions and answer questions.	1.25 Hours
Waiver Provider Open Session	All Waiver Providers	Field Representatives will be providing instruction on submitting Claims, Web Portal functions and answer questions.	1.25 Hours
TPL FQHC, RHC, and IHS	All FQHC, RHC, and IHS	Field Representatives will be providing instruction on submitting TPL, Medicare and Tertiary Claims to Medicaid	1.25 Hours