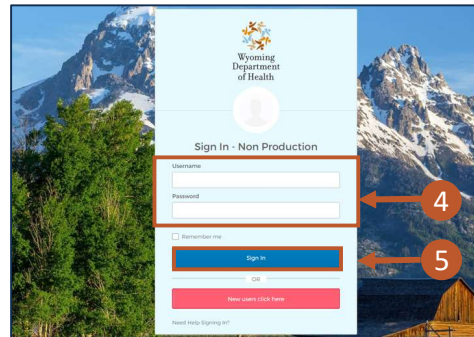


Accessing the Provider Portal (1 of 2)

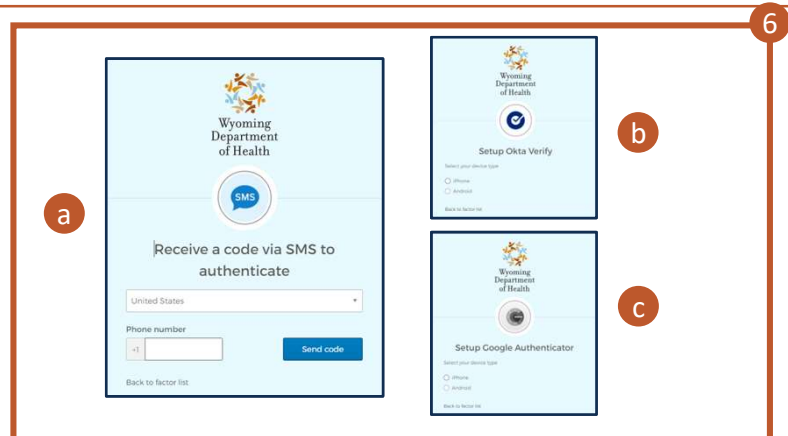
1. Use the following link to access the Medicaid website at:
<https://www.wyomingmedicaid.com>
2. Select **Provider**.
3. Select **Provider Portal**.



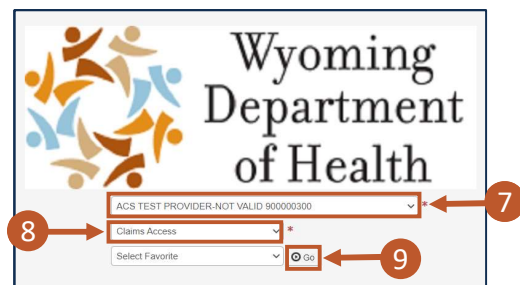
4. Log in to the Provider Portal with your Single Sign-On (SSO) **Username** and **Password**.
5. Select **Sign In**.



6. Verify authentication based on your setup selection:
 - a) For SMS, select **Send code**
 - b) If you selected an OKTA push, accept the push
 - c) If you chose Google Authenticator, enter that code



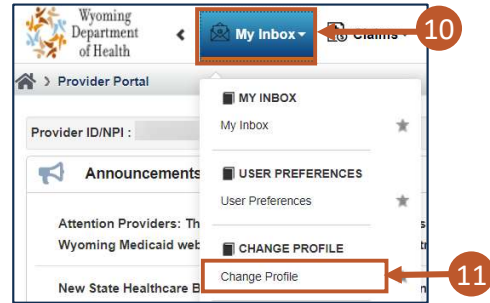
7. Select the domain you want to work in from the **Domain** drop-down list.
8. Select **Claim Access**.
9. Select **Go**.



Accessing the Provider Portal (2 of 2)

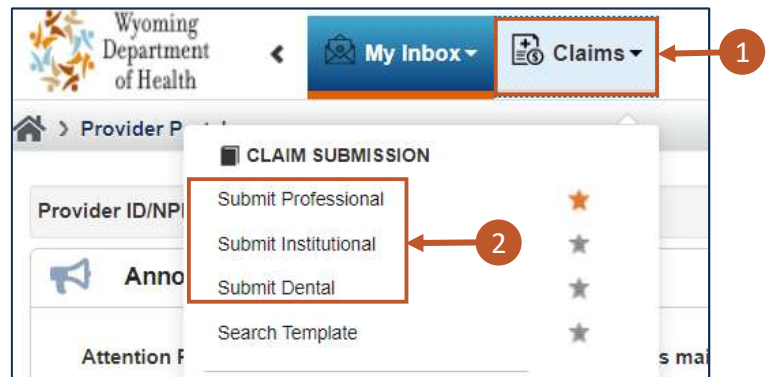
If you are already logged into the Provider Portal, you can change the profile:

10. Select **My Inbox**.
11. Select **Change Profile**.



Creating Templates (1 of 2)

1. Select **Claims**.
2. Select **Submit Professional, Submit Institutional, or Submit Dental**.



3. In the **Templet Name** field, enter the name of the templet as you would like it to appear.
4. In the **Provider ID** field, confirm the auto-populated Provider ID.
5. In the **Taxonomy Code** field, enter the applicable taxonomy code associated with the Provider **in all caps**.
6. In **Address Line 1** field and **Zip Code** field, enter the applicable information.
7. Select **Validate Address**.

Note: The Provider Portal validates the address information and displays the message: "Address Validation Successful."



The screenshot shows the 'TEMPLATE' form in the Provider Portal. The 'Template Name' field is highlighted with a red box and labeled with the number 4. The 'Template Name' field is labeled with the number 3. The 'Provider ID' field is highlighted with a red box and labeled with the number 5. The 'Taxonomy Code' field is highlighted with a red box and labeled with the number 6. The 'Address Line 1' field is highlighted with a red box and labeled with the number 7. The 'Zip Code' field is highlighted with a red box and labeled with the number 7. The 'Validate Address' checkbox is highlighted with a red box and labeled with the number 7.

Creating Templates (2 of 2)

8. Answer the questions as applicable for the template.

- If the location of where services are rendered is the same as the location billed, select **Yes**
- If you are both the billing and servicing Provider, select **Yes**
- For questions about referrals, select **No**

Is the Billing Location also the Service Facility Location? Yes No

Is the Billing Provider also the Rendering Provider? Yes No

Is the Billing Provider also the Supervising Provider? Yes No

Is this service the result of a referral? Yes No

Is this service the result of a Primary Care Referral? Yes No

Note: When creating a template, it is recommended to include *only the basic information* and not information that could change over time.

9. Select **Save as Template**.

Note:

- The information that is saved as a template remains as part of the saved template.
- Templates can now be updated when needed

Searching Templates (1 of 2)

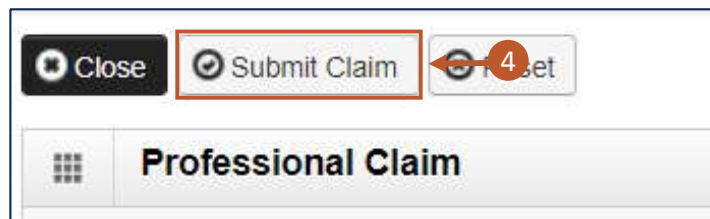
1. Select **Claims**.
2. Select **Search Template**.

Searching Templates (2 of 2)

3. Select a template number link under **Template Number** to select a template.
* NOTE : Template Name under **Template Name** Column.

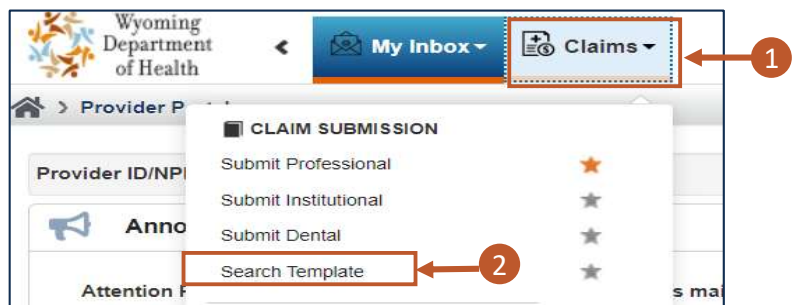


4. Complete the information for the claim and select **Submit Claim**.

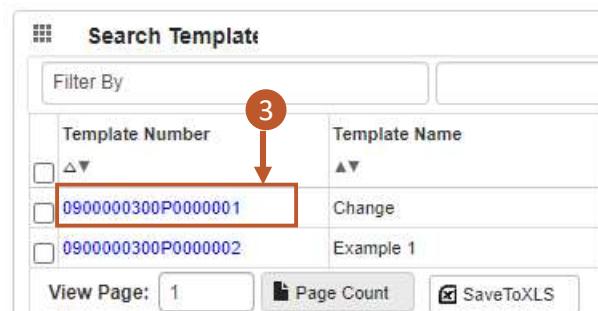


Updating Templates (1 of 2)

1. Select **Claims**.
2. Select **Search Template**.

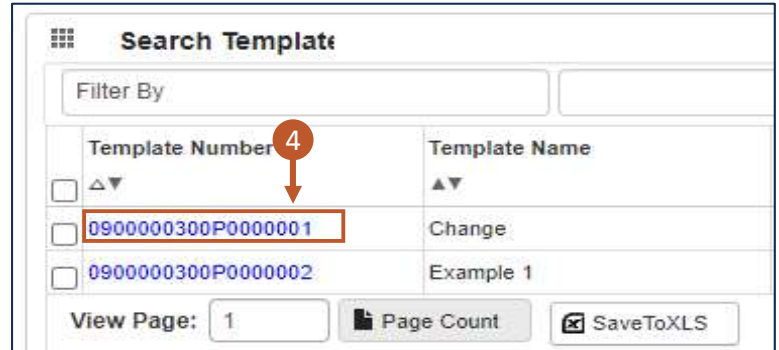


- From the **Search Template** page:
3. Select the template number link next to template name of the template you wish to update.

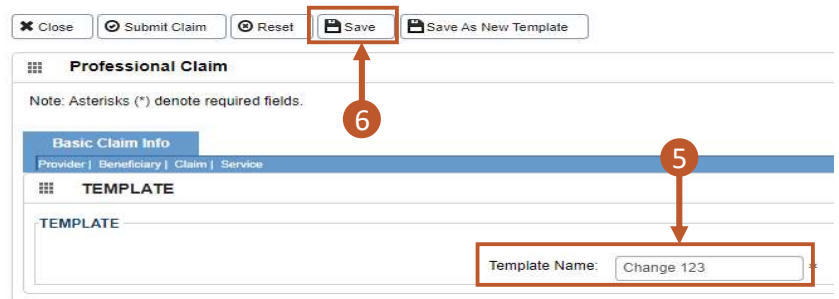


Updating Templates (2 of 2)

- Select a template number link under **Template Number** to select a template.
Note: Template Name under **Template Name** column.

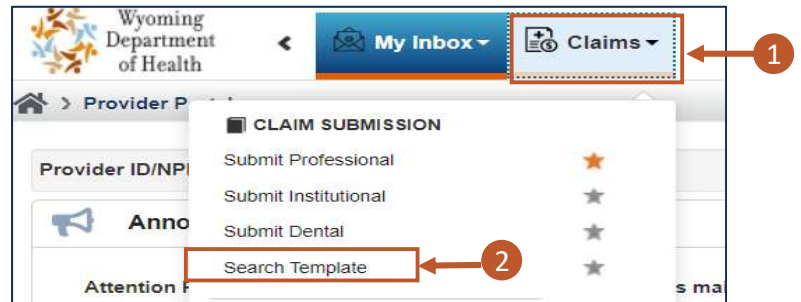


- Update the information you choose for the template. ***Example Template Name**
- Select **Save**.



Deleting a Template

- Select **Claims**.
- Select **Search Template**.



From the **Search Template** page:

- Select the checkbox next to template number of the template you want to delete.
- Select **Delete Template**.

Note: It is recommended to delete any unused templates.

