ND Medicaid Provider Enrollment

Basic Navigation

North Dakota Department of Human Services

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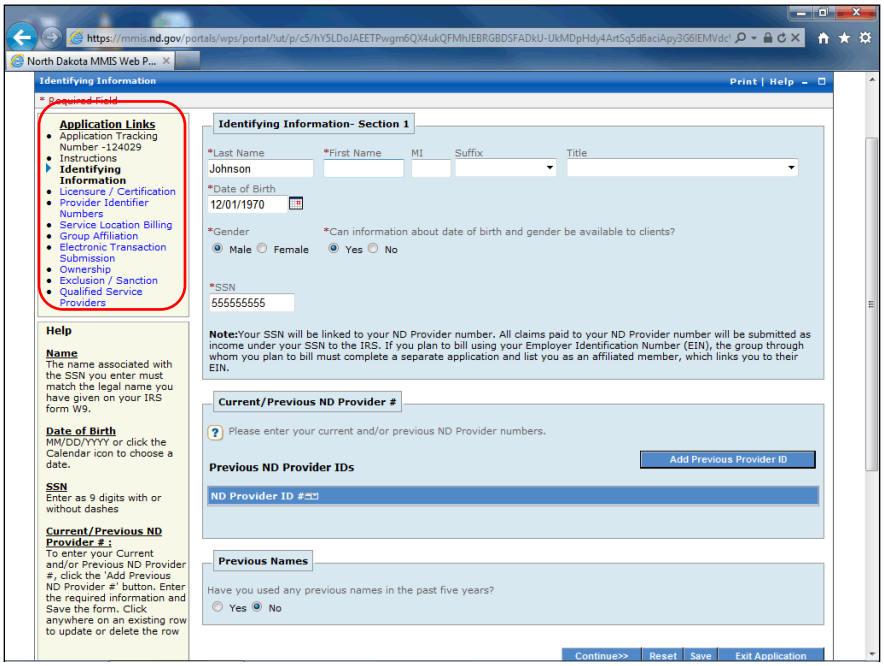
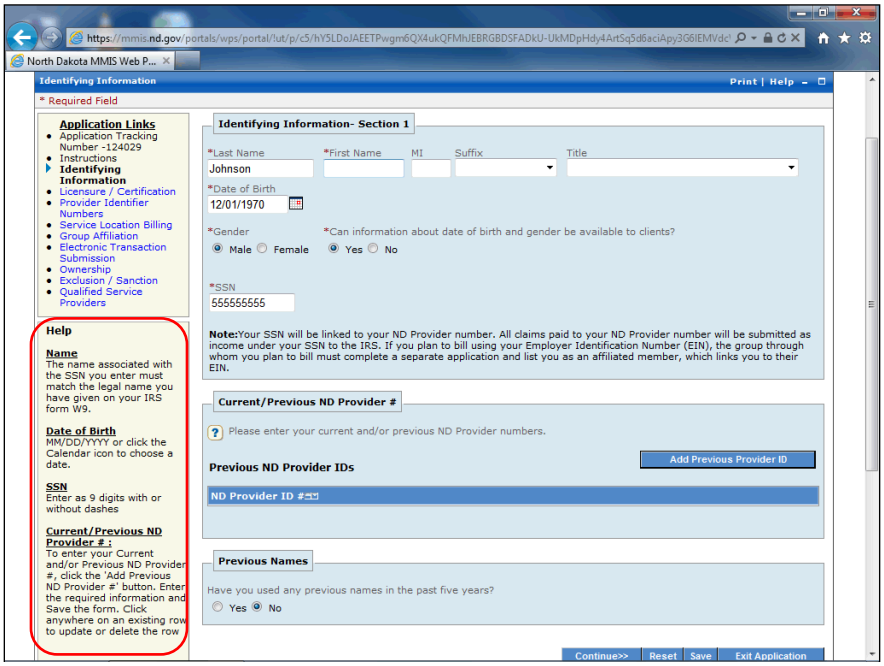
Basic Navigation

Procedure

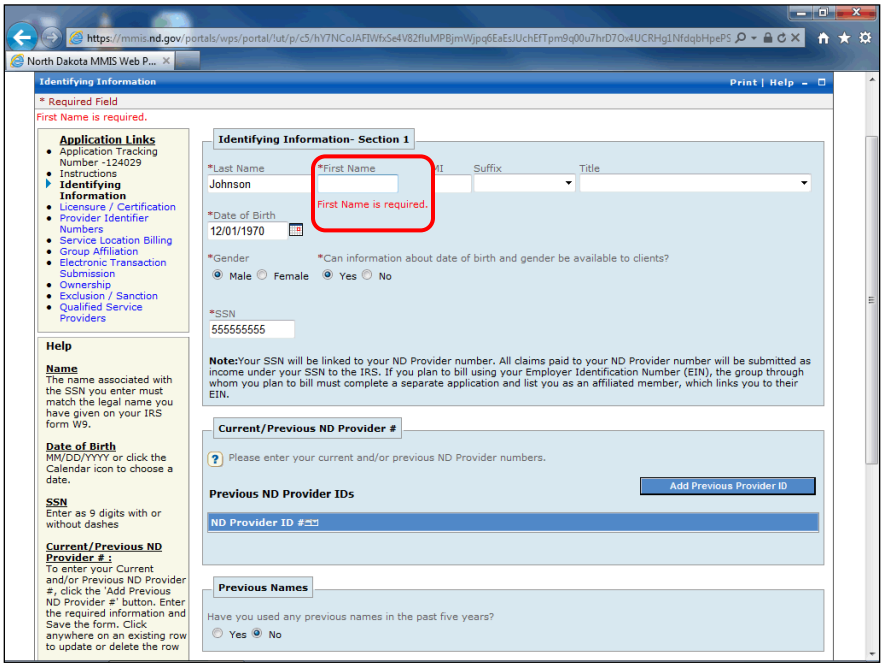
This section will show some basic functionality within the application



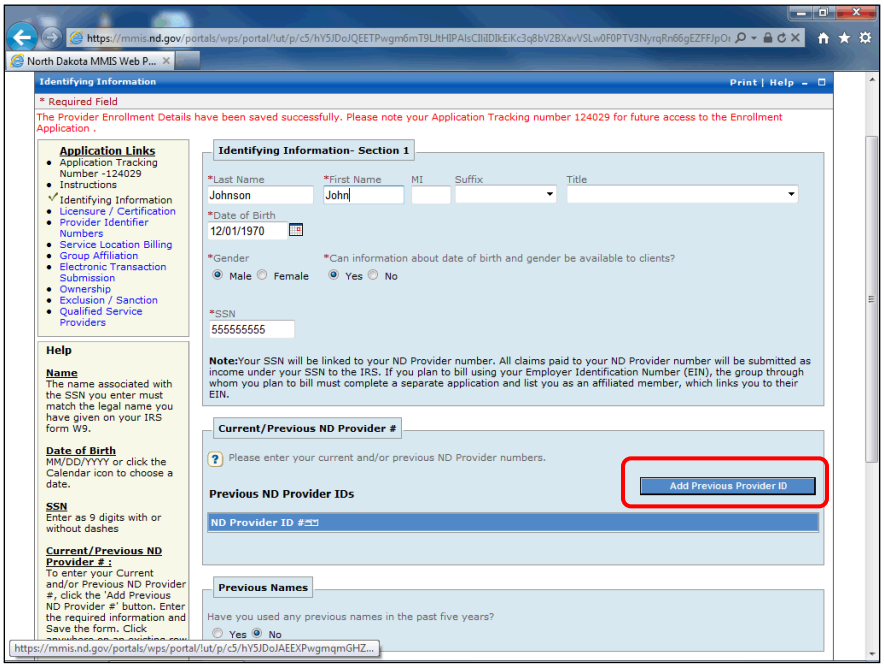
Step	Action
1.	**The Application Links shows each section of the application that needs to be completed.**



Step	Action
2.	**The Help pod will give information about the fields to be completed and changes for each section**
Step	**Action**
3.	**Fields with a Red Asterisk indicate a required field**
Step	**Action**
4.	**The system will return an error when trying to save without a required field completed**
Step	**Action**
5.	Click the **Save** button.

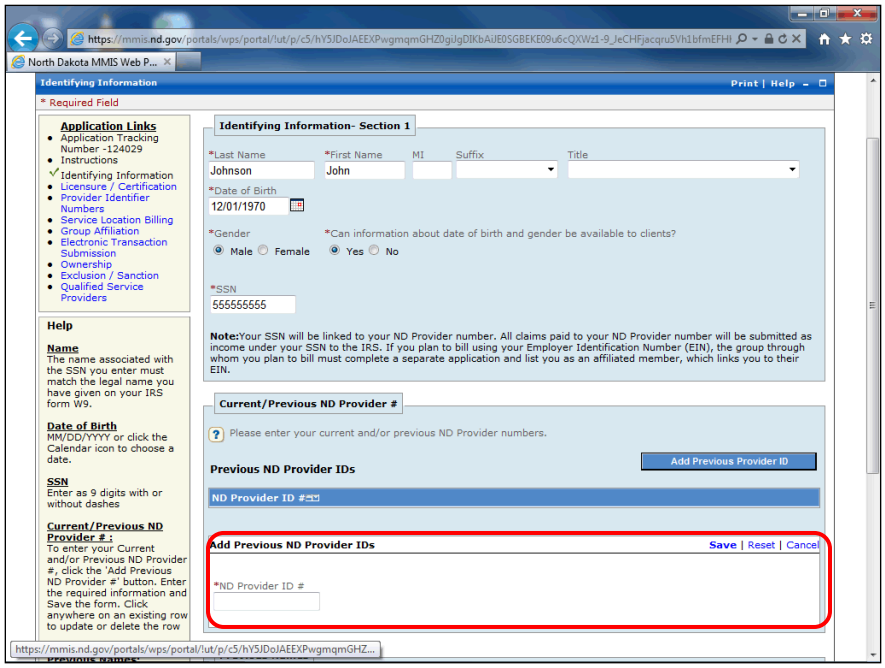


Step	Action
6.	**The error is shown and needs to be correct before continuing**

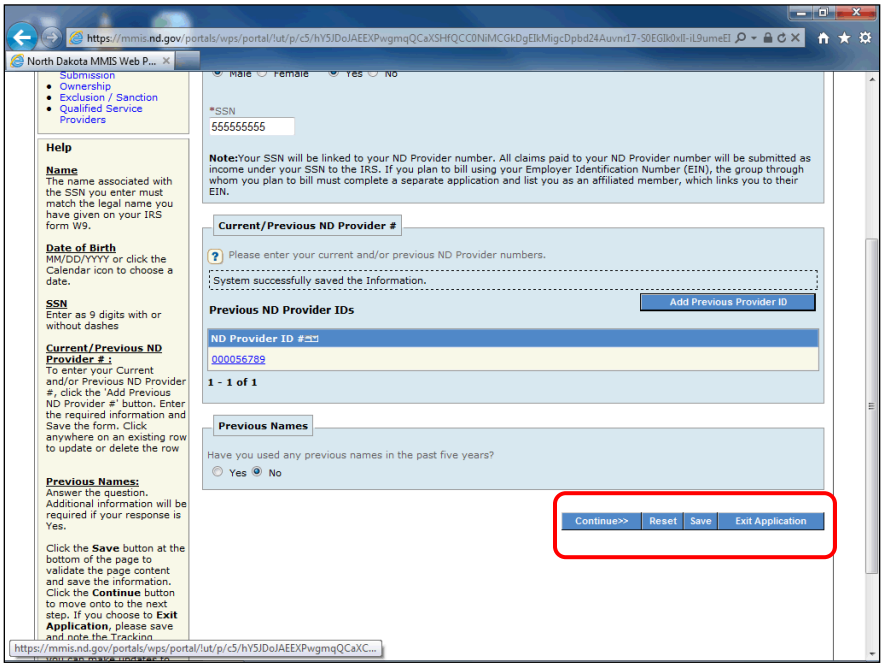


Step	Action
7.	**Clicking "ADD" buttons will open additional fields to be completed**

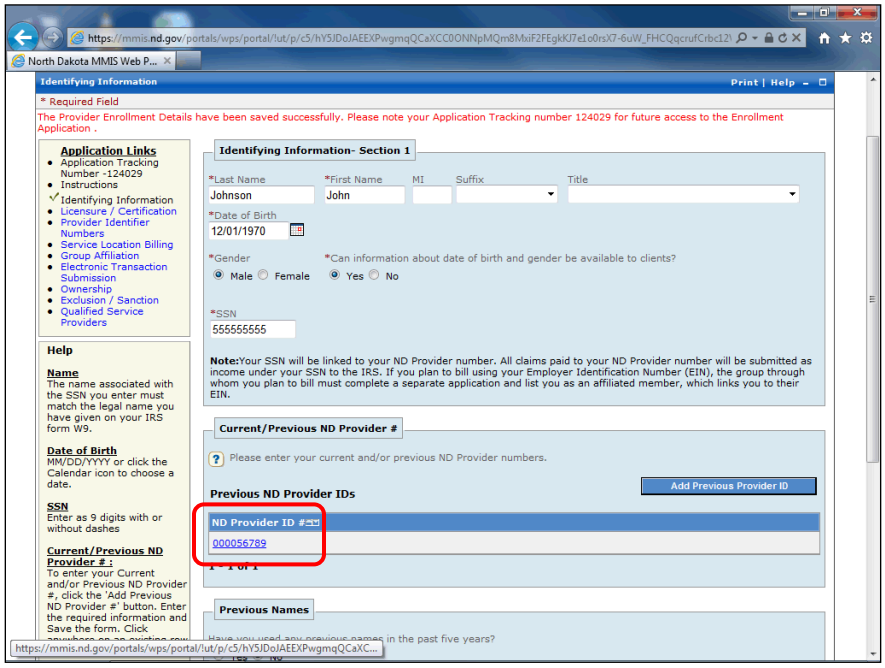
Step	Action
8.	Click the **Add Previous Provider ID** button. Add Previous Provider ID



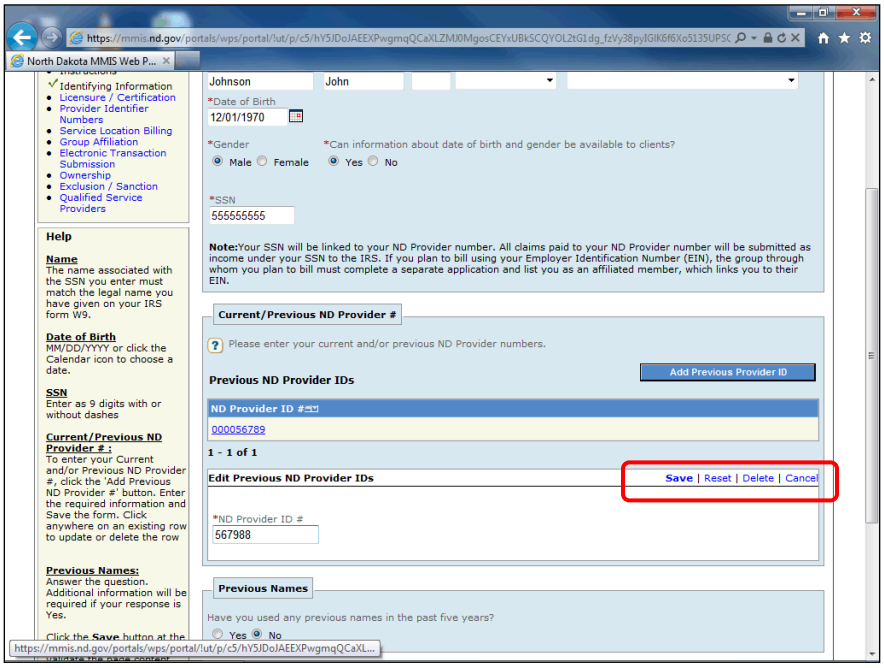
Step	Action
9.	**New fields are displayed and are now Required to complete**
Step	**Action**
10.	Three options are also displayed: **Save** - only saves the information completed in the new fields **Reset** - Clears information entered into these new fields **Cancel** - Closes the fields without saving information
Step	**Action**
11.	**The save function in the previous screen will only save information for that sub-section**



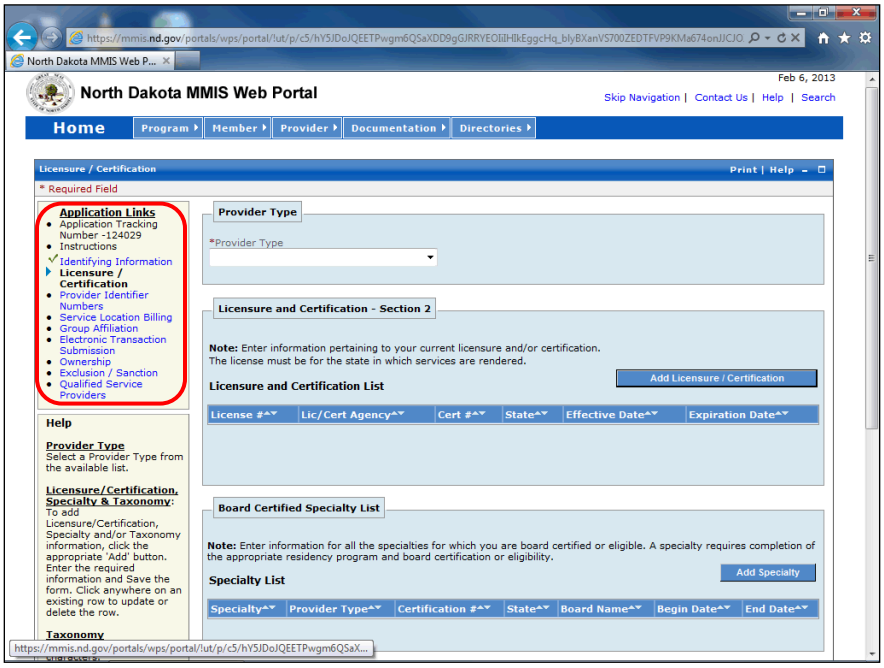
Step	Action
12.	**The main Save function will save information for the entire application.** ****It is important to Save at the end of each section**
Step	**Action**
13.	The 4 options at the end of each section: **Continue** - takes the application to the next section **Reset** - Clears the all data that was entered **Save** - Saves the entire application **Exit Application** - Closes the application



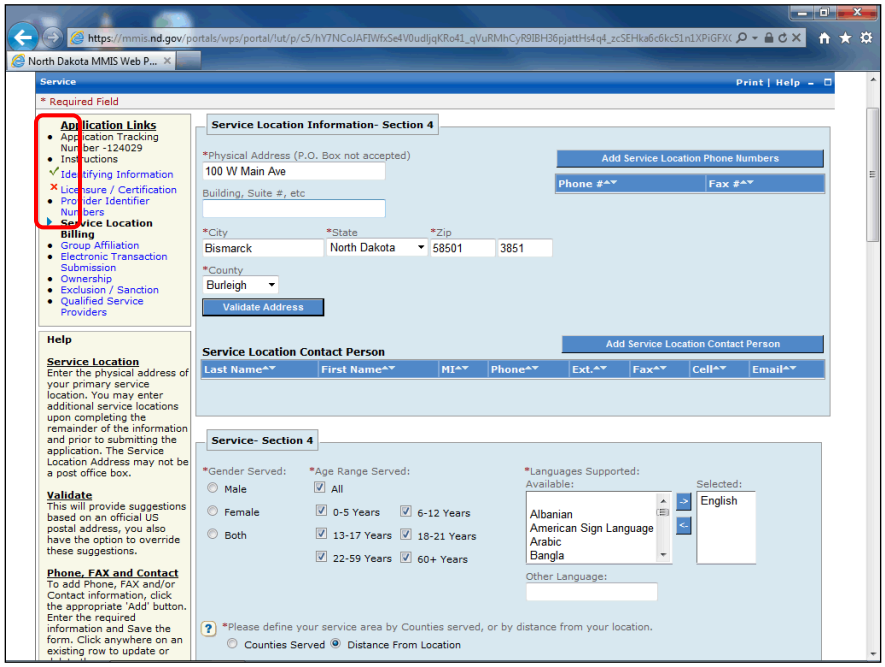
Step	Action
14.	**To edit the information that was completed from selecting "ADD" click on the information**
Step	**Action**
15.	Click the **000056789** link.
Step	**Action**
16.	**You can now edit or delete the information that was entered**



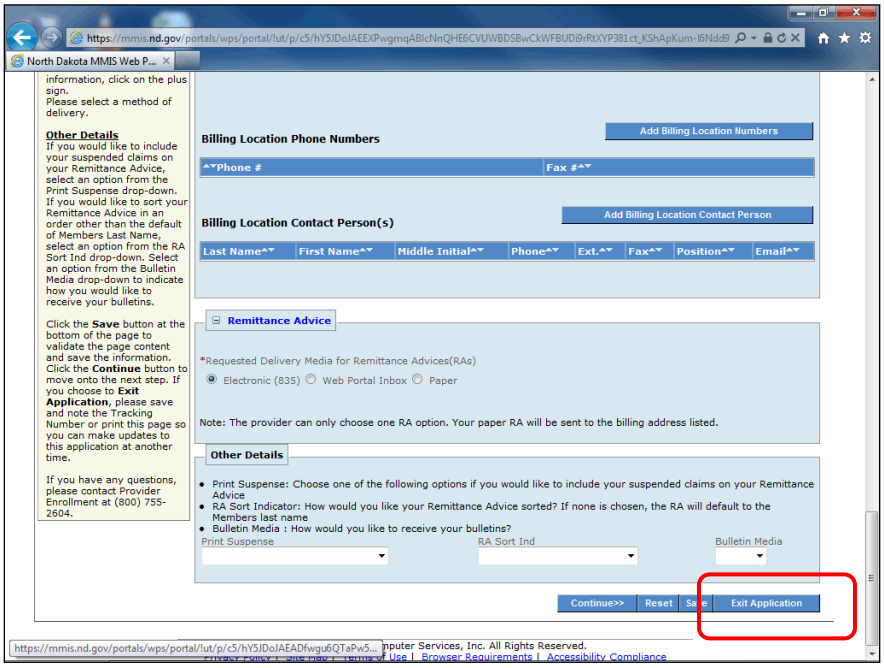
Step	Action
17.	**Always Save inside the sections when the ADD function is used** Click the **Save** link.



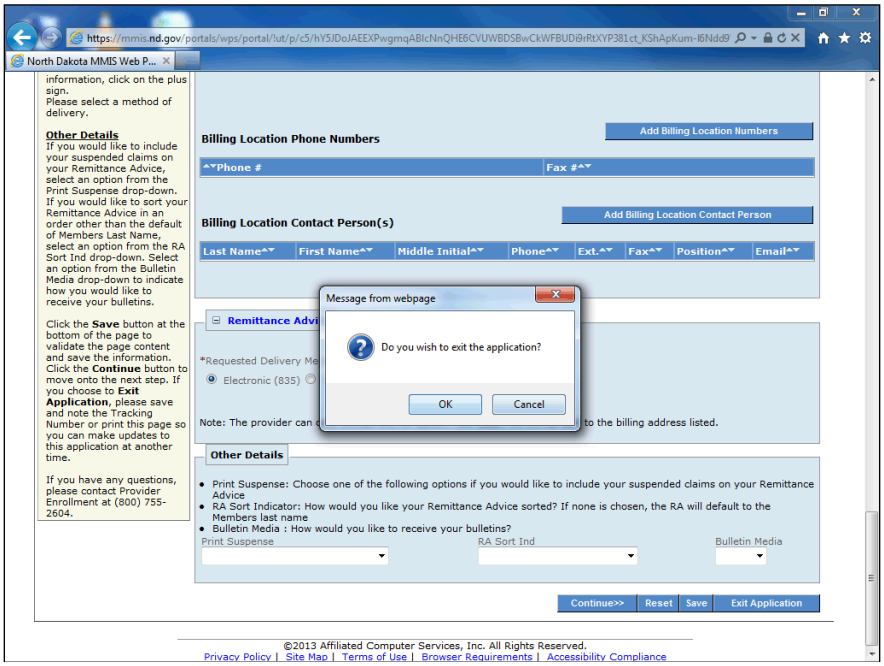
Step	Action
18.	**Clicking any section in the Application Links will take you directly to that section** Click the **Service Location Billing** link.



Step	Action
19.	**A <u>Green</u> check indicates the section is complete** **A <u>Red</u> X indicates the section is not complete**



Step	Action
20.	**Exit will close the application and can be accessed at a later time through the Recall Application Function.** **Any information not saved will be lost.** Click the **Exit Application** button. Exit Application



Step	Action
21.	Click the **OK** button.
Step	**Action**
22.	**End of Procedure.**