

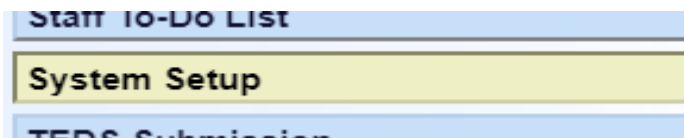
New Provider Staff ID set up in MHWIN – Quick Tips

***PLEASE NOTE- this process does not apply to Hospitals. If the Provider is a hospital, they must submit the New Hire forms for all staff who need access to MHWIN as hospital staff records are managed by DWIHN. They need to include their Billers, (if third party, parent company etc.) on a New Hire form as well.**

1. The New Hire Staff Record Request form can be found at DWIHN.org under the Provider Supports tab, then go to the green MHWIN box & select Instructions and Guidelines. A ticket will automatically be generated and sent to the MHWIN Help Desk.

New Hire Staff Record Request
Form (MHWIN)

2. Once the Staff File Maintenance Staff (AKA – administrator) is set up by the Helpdesk, that person should submit a New Hire form for each Staff person who will require a Staff ID in the system. The Helpdesk will conduct a record search in MHWIN to see if that Staff record already exists.
3. If it does exist, the Helpdesk will update the record and assign the Staff to the Provider. If it does NOT exist, the administrator will receive notice to go ahead and set up the Staff ID based upon the instructions below.
4. If the requested staff appears to be tied to another organization and are no longer employed there, the Help desk will update the record and assign the staff to the requesting provider. If they are tied to another organization and will remain employed there, the administrator will receive notice to set up the staff id based upon the instructions below; also, to reach out to the Office of Recipient Rights to attach any existing New Hire Training certificate or equivalent.
5. Go to the System Set up Tab on the left of the MHWIN screen:



6. Go to Staff Directory Link

[Staff Directory](#)



Update Staff and System User information including user name, address, and system function authorization. [+ myPage](#)

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7. Select the 'Add Staff Member' option:

- For standard Mental Health services, select PIHP as the affiliation; For SUD, affiliate should be DWMHA-SUD.
- Your company's information should be pre-populated under the "Primary Provider" section.

Staff

Affiliate / PIHP
*PIHP Staff ▼

Primary Provider **lookup** **clear**
Select a location / provider for provider staff
The ARC of Western Wayne County

Address
[Text Field]

City **State** **Zip**
[Text Field] [Text Field] [Text Field]

- Complete all identifying information; including the practitioner type fields (mark Not Applicable if this is not a credentialed staff).

First Name [Text Field] **Middle Initial** [Text Field] **Last Name** [Text Field]

Date of Birth [Text Field] [Calendar Icon]

Last 4 SSN [Text Field]

Phone [Text Field] **Fax** [Text Field] **Email Address** [Text Field]

☐ Automatically Send Calendar Appointments to Email ⓘ

Hire Date [Text Field] [Calendar Icon] **Termination Date** [Text Field] [Calendar Icon]

Title [Text Field]

State ID / Driver's License Number [Text Field]

Supervisor **lookup** **clear** [Text Field]

Department (Agency Staff Only)
* Select Department (Agency Staff Only) ▼

Primary Practitioner Type
* Select Primary Practitioner Type ▼

Additional Practitioner Type
* Select Additional Practitioner Type ▼

- Under "User Information" select the first option for staff members that will not need to access MHWIN;

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User Information

Staff Type

Other ▼

☒ Select if this staff will not have a User ID and will never log into EMR system

☐ Select to connect this staff to an existing User ID

☐ Select to create a User ID specified above for this staff

☐ Check here if this staff member is no longer active

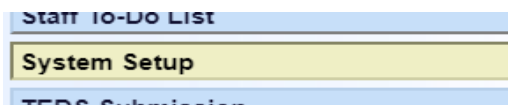
- Click Save.
- If your employee needs a user account, please contact the Helpdesk and we will assist with setting up the necessary access in MHWIN.

NOTE: There is a limit of 2-3 Staff File Maintenance personnel per Provider Organization

Important Note:

MHWIN provides the ability for providers to run a report showing their staff in MHWIN. To do so, follow the steps outlined below:

1. Go to the System Set up Tab on the left of the MHWIN screen



2. Go to Staff Directory Link

[Staff Directory](#)



Update Staff and System User information including user name, address, and system function authorization. [+ myPage](#)

3. Select 'Export to Excel File'

Affiliate / PIHP: ▼ *Any

Staff Name:

Staff ID:

Staff Type: ▼ *Any

Assigned Location: ▼ *Any

User Group: ▼ *Any

Supervisor: [lookup](#) [clear](#)

Credential Expires On/Before:

Credential Type: ▼ *Any

☐ Show Active Staff Only

☐ Exclude Contract Provider Staff

[Search](#)

Staff DOB:

Staff Email:

Staff State ID / Driver's License #:

User ID:

Group By: ☐ Affiliate / PIHP ☐ Primary Location ☐ Supervisor

[Export to Excel File](#) | [Export to CSV File](#)

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4. As the report is being completed, a message at the top of the screen will be displayed and user can locate report in the messages for review

