Microsite User's Guide

OVERVIEW

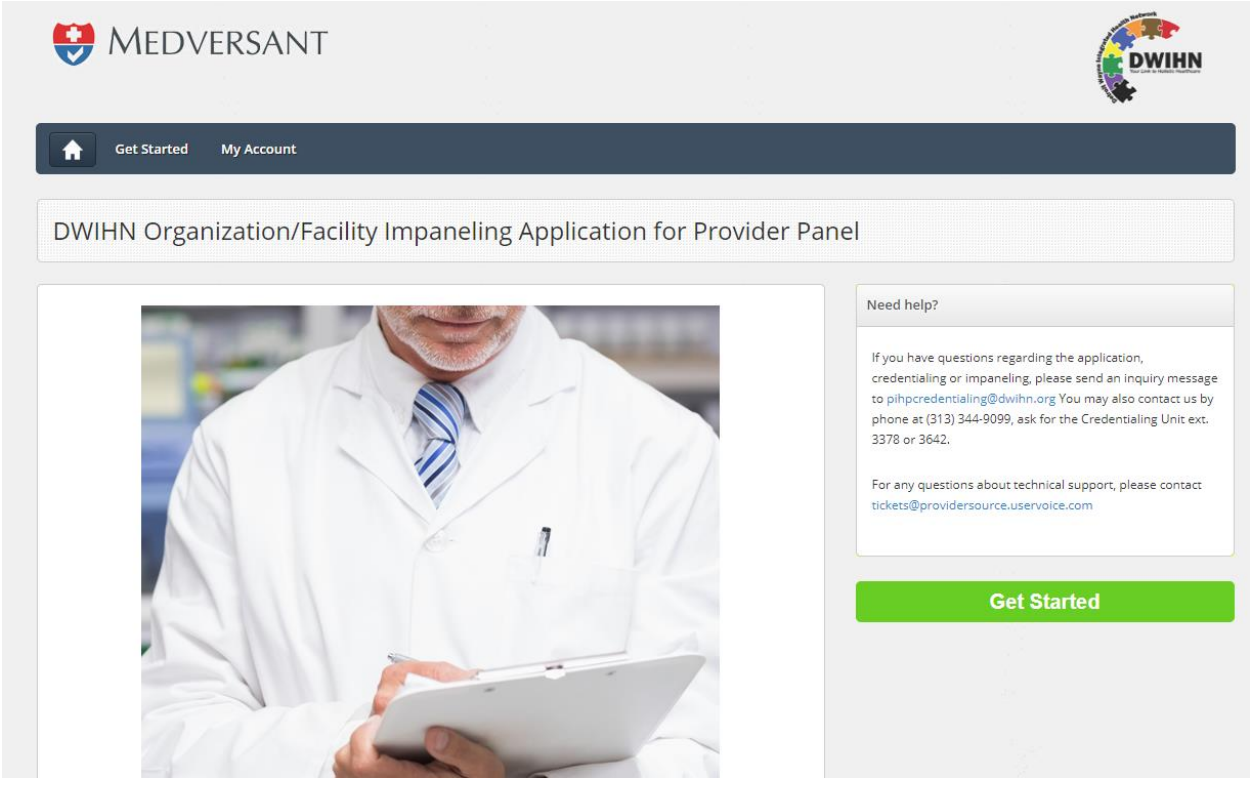
Detroit Wayne Integrated Health Network (DWIHN) is a safety net organization that provides a full array of services and supports to adults with mental illness, individuals with intellectual and developmental disabilities, children with serious emotional disturbances and persons with substance use disorders. DWIHN provides empowerment to persons within our behavioral health system, serving nearly 75,000 citizens in Detroit and Wayne County.

DWIHN has partnered with Medversant Technologies, LLC., a provider data management company, to help ensure that our providers and provider files are up-to-date, accurate and complete. The DWIHN Microsite is the Organization/Facility Impaneling application for Provider Panel.

URL: https://www.medversant.com/dwihn/Client/DWMHA/Default.aspx

HOME PAGE OF DWIHN MICROSITE:

If you are new to the website, please hit the green Get Started button to create and register your account.



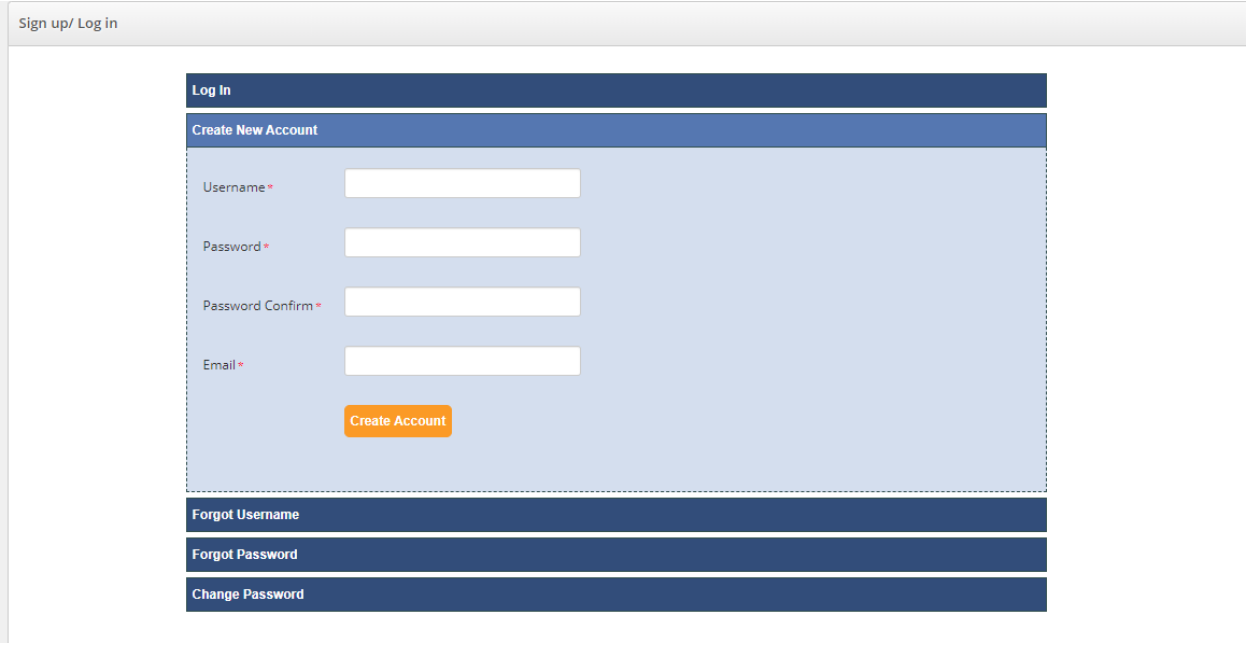
Screenshot #1: Microsite homepage

Microsite User's Guide

THE SIGN UP / LOG IN PAGE

In screenshot #2, The login page will open that has several functions:

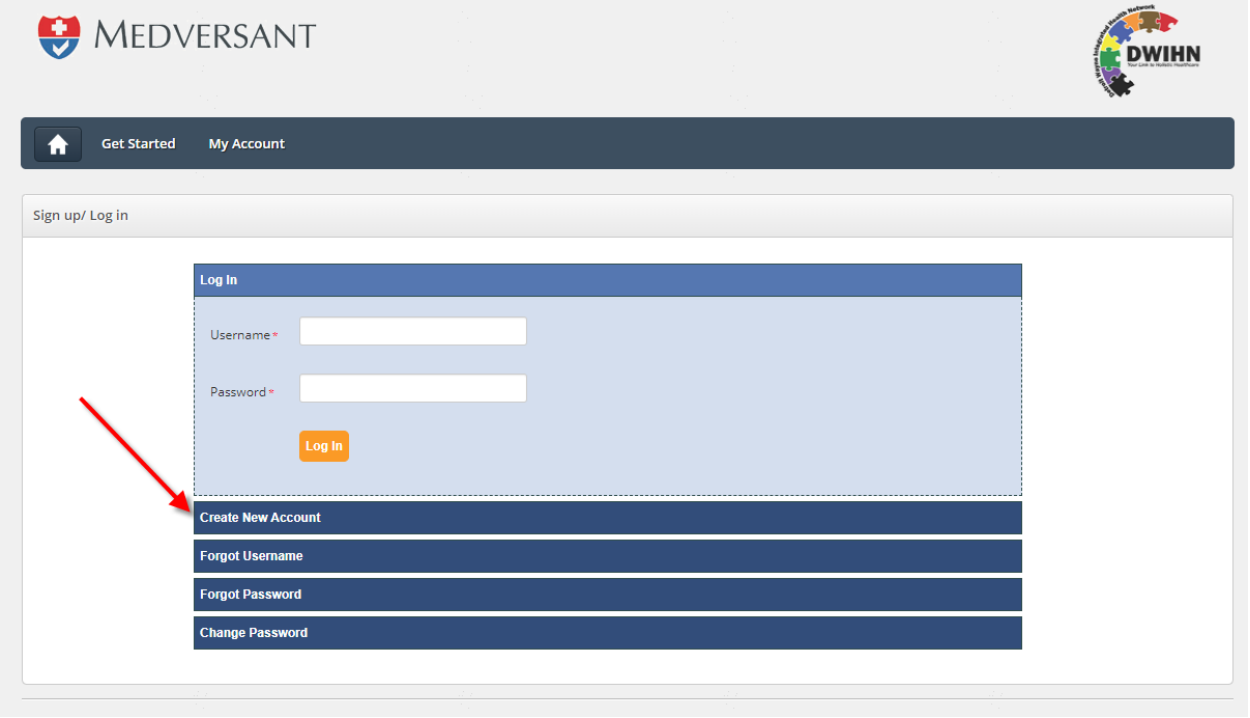
1. Login In - account is created.
2. Create New Account – Account creation for 1st time users.
3. Forgot Username – For retrieval of Username.
4. Forgot Password – For retrieval of Password.
5. Change Password – To update account with a new password.



Screenshot #2 – The Sign up / Login in page

HOW TO CREATE A NEW ACCOUNT:

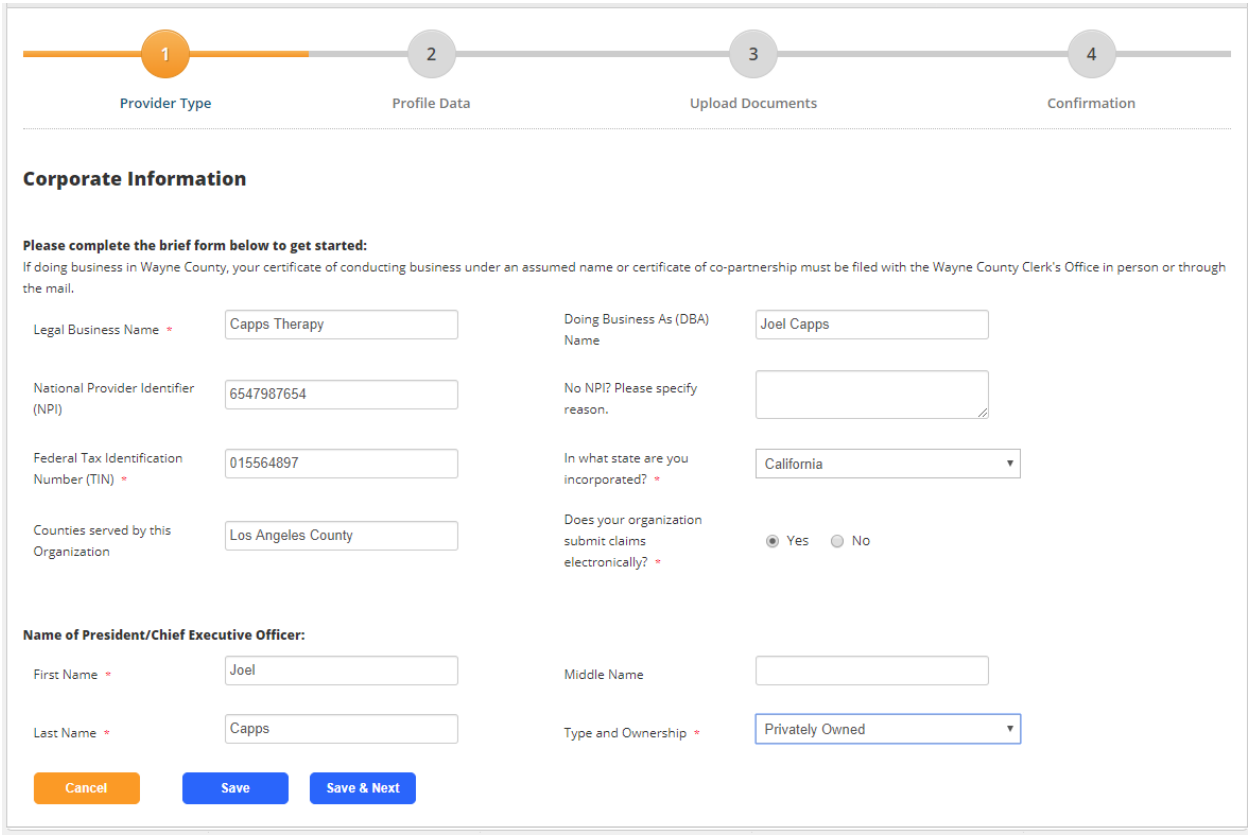
1. Use the green Get Started button to go to the login page, click on "Create New Account."
2. Create your username.
3. Create your password and enter it twice.
4. Put your email in the last field.



Screenshot #3 – Create New Account

LOG IN TO YOUR ACCOUNT

1. At the dark blue bar at the top of the home page, click on the "My Account" link.
2. You will arrive at the Microsite login.
    a. Type in your username.
    b. Type in your password.
    c. Click on the orange "Log In" button.



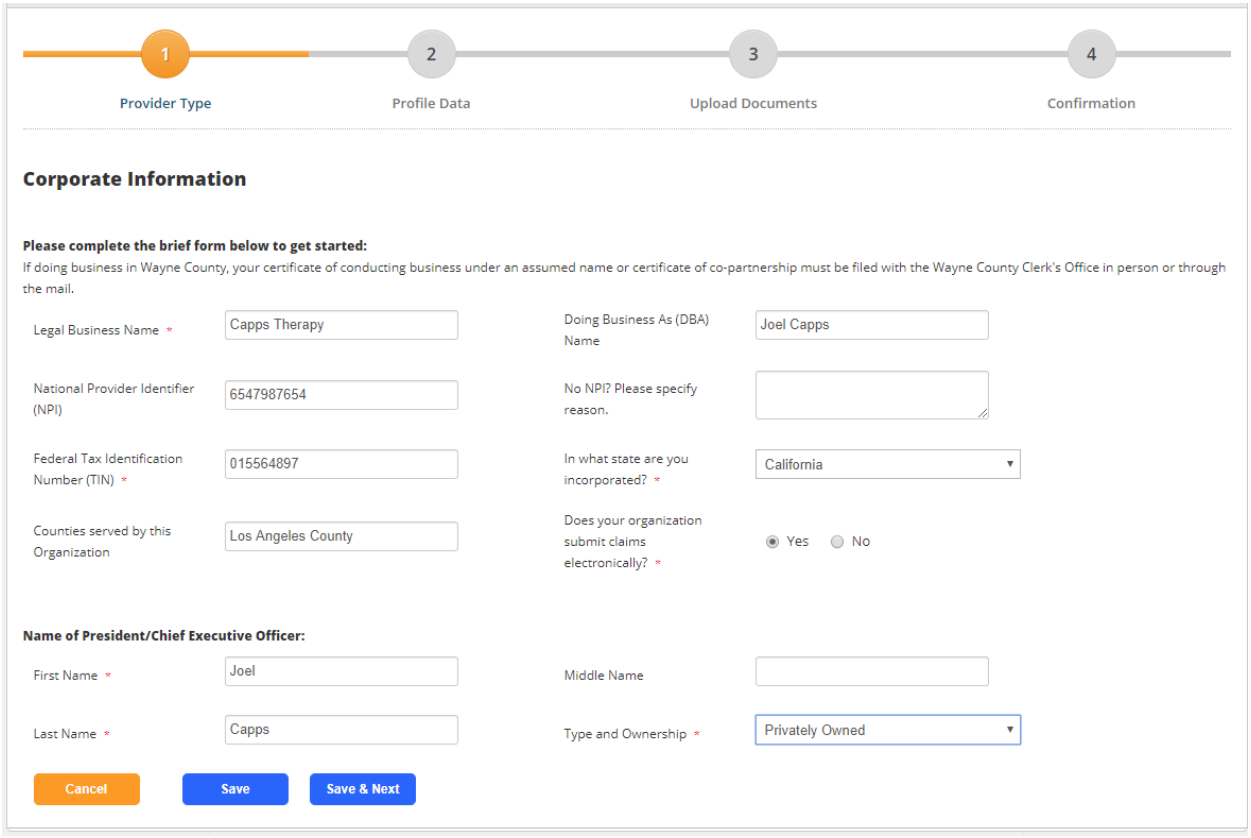
Screenshot #4: Field examples

FORM RULES:

1. If a field has a red asterisk*, it must be filled out or answered. It cannot be left blank.
2. Dropdown fields give you options for your answer, simply click on the dropdown and glide your mouse to the desired selection.
3. On date fields, you can click on the calendar and navigate to your desired date.
4. All fields of the same type will work the same way. Once you get accustomed to the date field, for instance, all other date fields will work in a similar fashion.
5. Radio buttons only have 1 choice. Click on your preference.
6. If you are going to leave the application before the page is completed, please hit the blue **Save** button.
7. If you answer "Yes" to an Attestation question, you will be asked to provide a written explanation in the text box. Just keep your answer clear and simple.
8. The **Choose File** button allows you to navigate on your computer to find the needed .PDF file. The only file format that is supported is PDF.

CORPORATE INFORMATION

PROVIDER TYPE

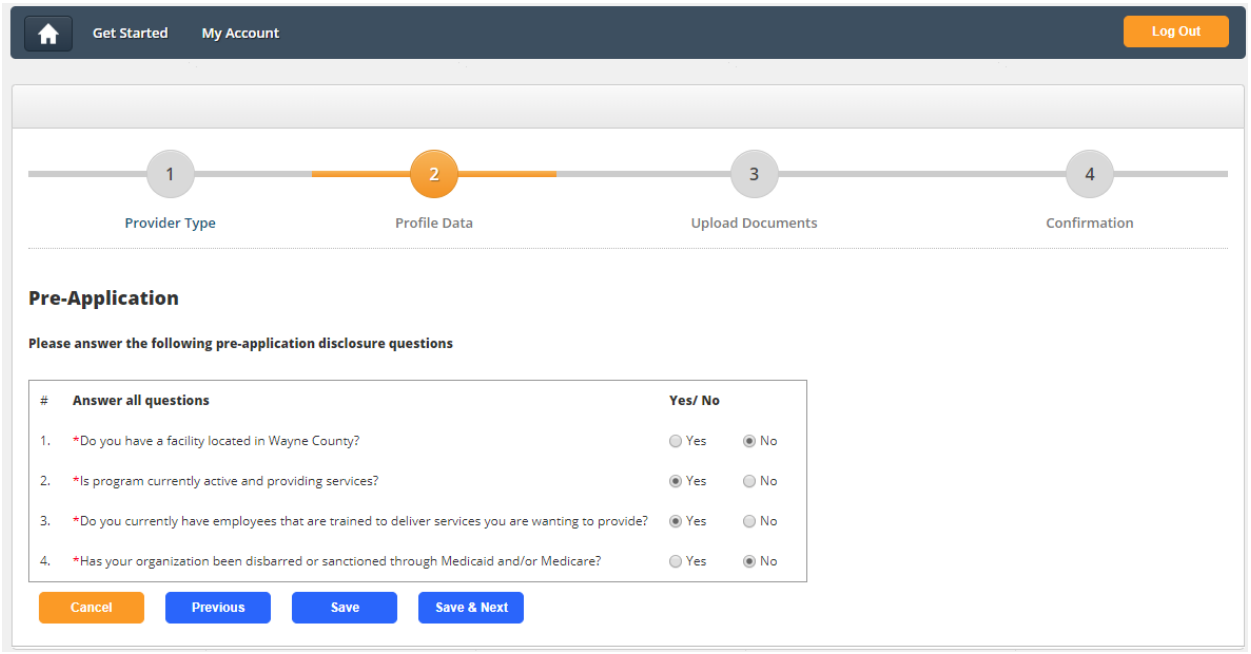


Screenshot #5 – Provider Type

1. Please complete the form by typing into the fields.
2. Note the fields with a red asterisk and be sure to fill those out.
3. Hit the blue **Save** button if you are going to leave the page.
4. Hit the blue **Save & Next** button if you are ready to proceed.

CORPORATE INFORMATION

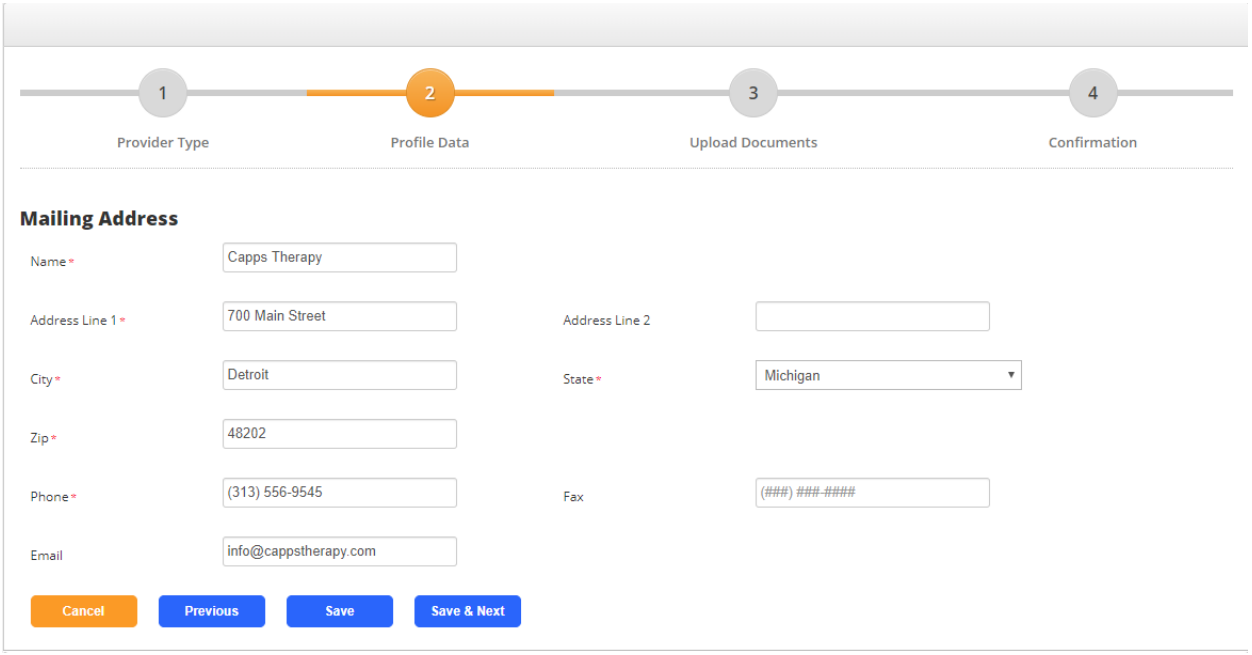
PROFILE DATA – PRE-APPLICATION



Screenshot #6 – Profile Data

1. Please complete the form by typing into the fields.
2. Note the fields with a red asterisk and be sure to fill those out.
3. Hit the blue **Save** button if you are going to leave the page.
4. Hit the blue **Save & Next** button if you are ready to proceed.
5. "You have failed the Pre-Application. Please exit from this application." If you don't meet the requirements of the application, you will not be able to proceed. Please confer with DWIHN for more detail.

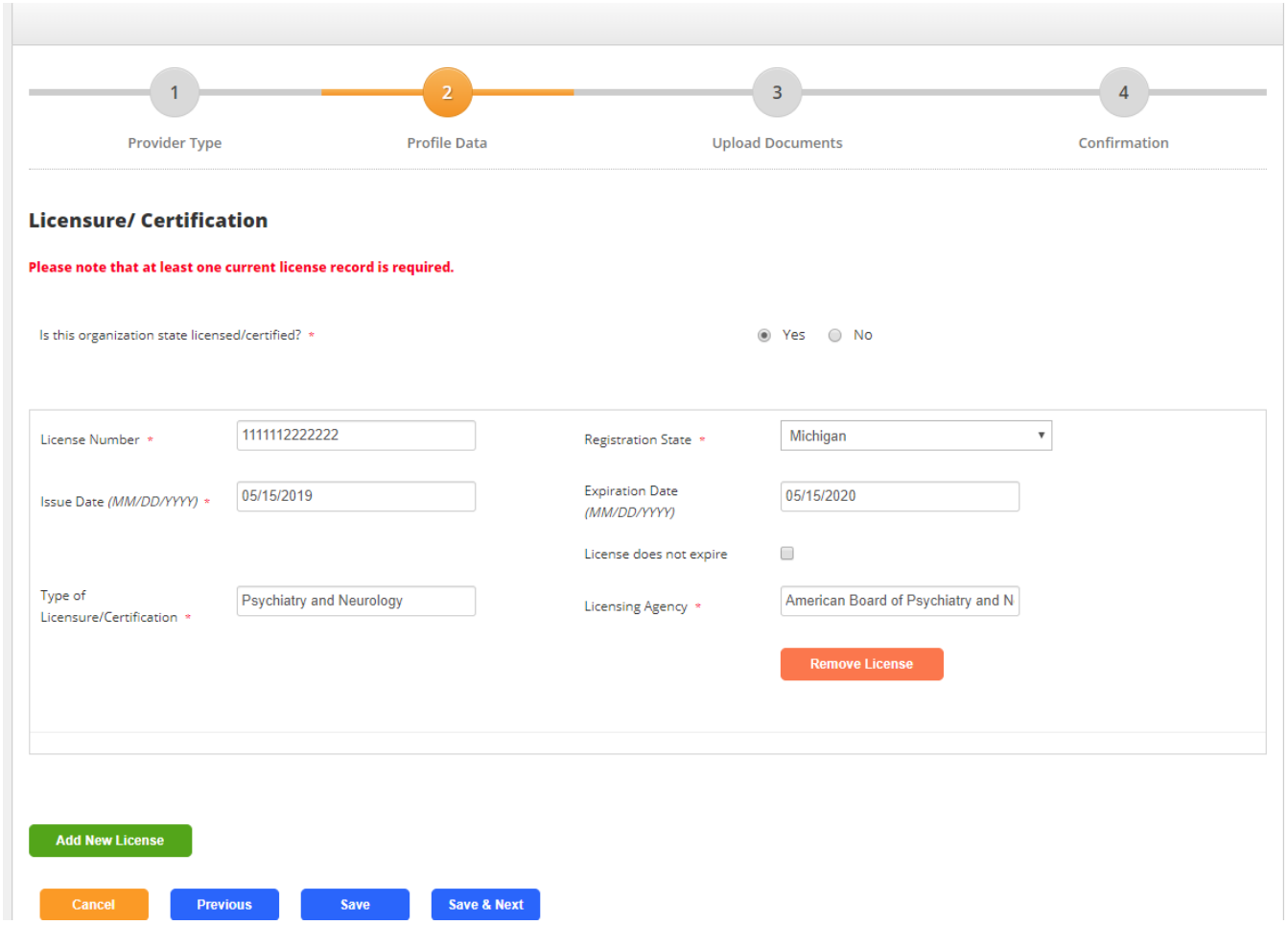
MAILING ADDRESS



Screenshot #7 – Mailing Address

1. Please complete the form by typing into the fields.
2. Note the fields with a red asterisk and be sure to fill those out.
3. Hit the blue **Save** button if you are going to leave the page.
4. Hit the blue **Save & Next** button if you are ready to proceed.

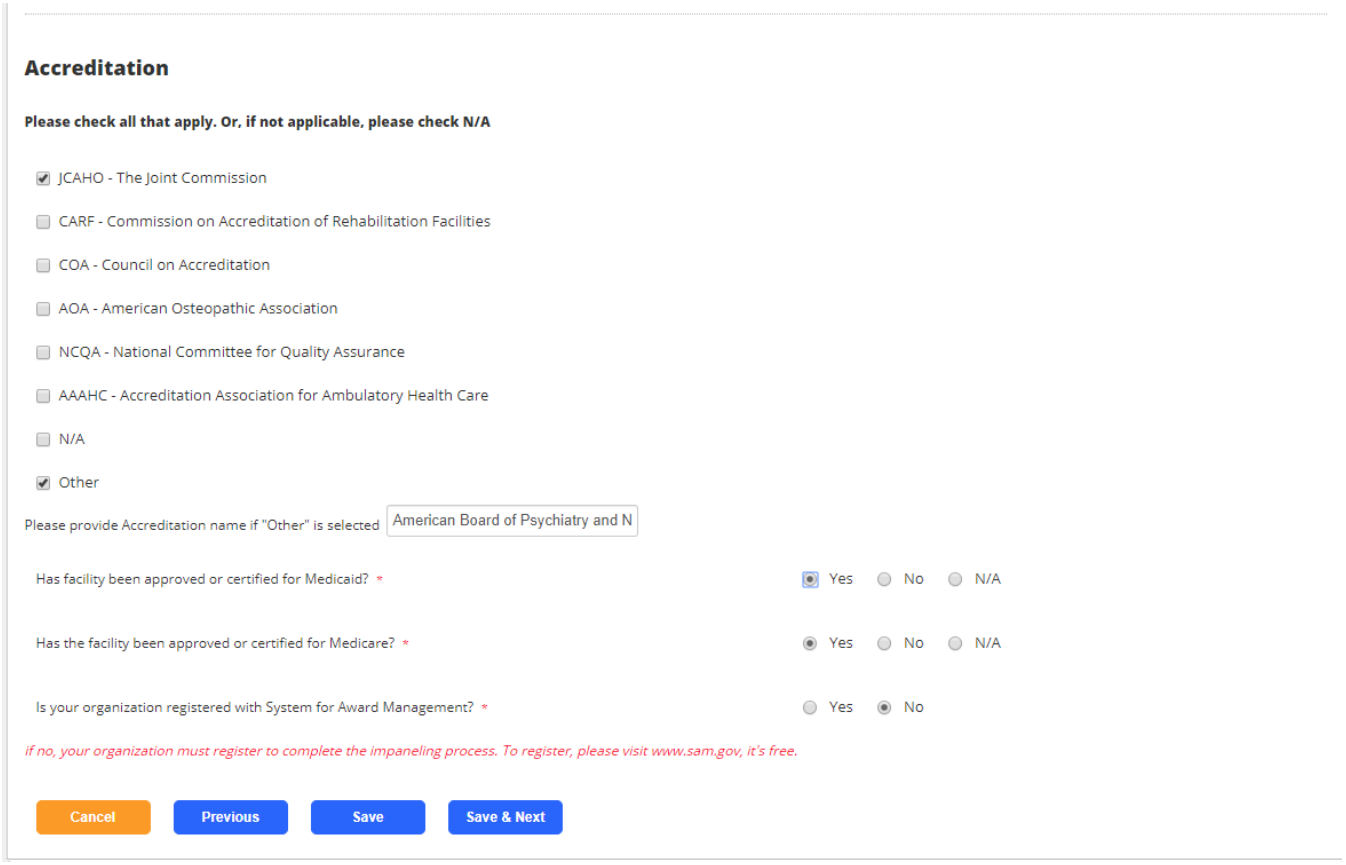
PROFILE DATA – LICENSURE / CERTIFICATION



Screenshot #8 – Licensure / Certification

5. Please complete the form by typing into the fields.
6. Note the fields with a red asterisk and be sure to fill those out.
7. User the green **Add New License** to add an additional license record.
8. User the orange **Remove License** to remove a license record.
9. Hit the blue **Save** button if you are going to leave the page.
10. Hit the blue **Save & Next** button if you are ready to proceed.

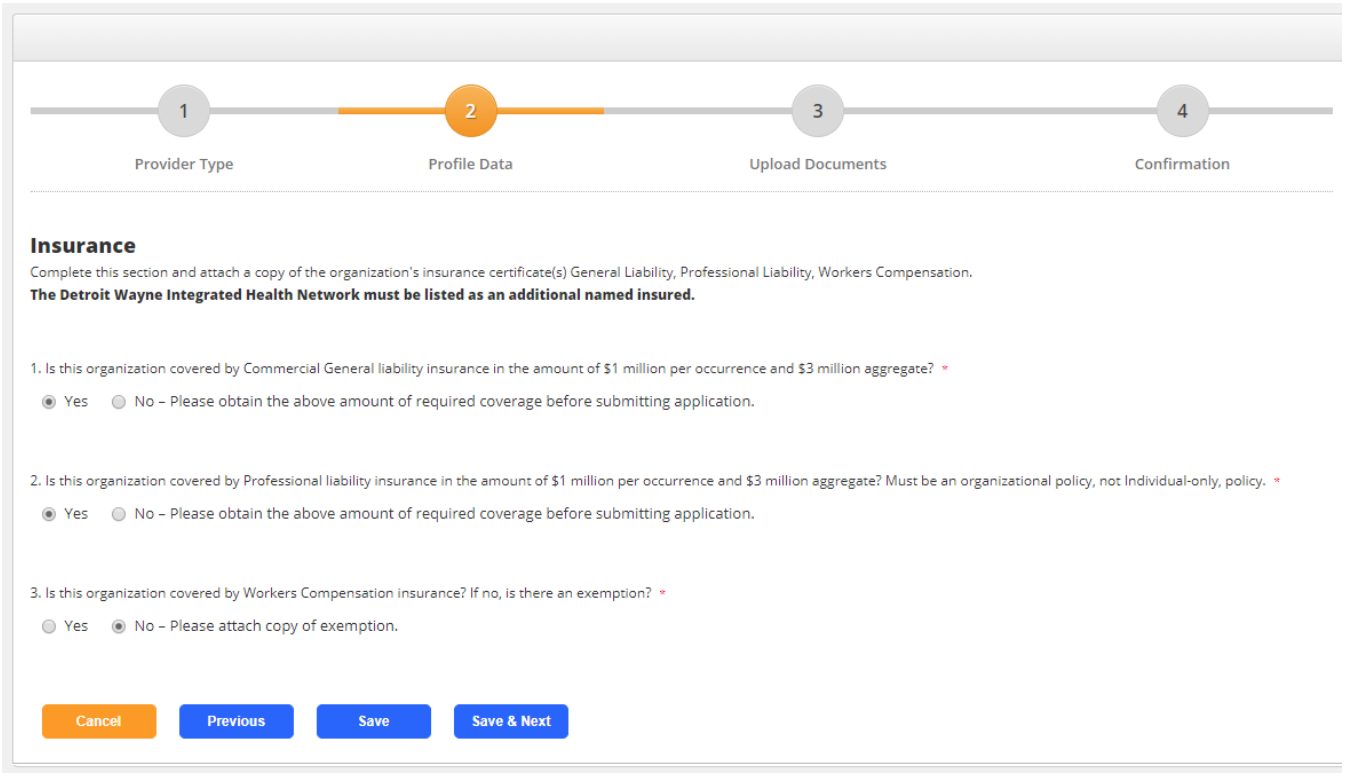
PROFILE DATA – ACCREDITATION



Screenshot #9 – Accreditation

1. Please complete the form by typing into the fields.
2. Checkboxes – you may check as many as applies.
3. Note the fields with a red asterisk and be sure to fill those out.
4. Please note the red impaneling text at the bottom of the form. SAM registration required.
5. Hit the blue **Save** button if you are going to leave the page.
6. Hit the blue **Save & Next** button if you are ready to proceed

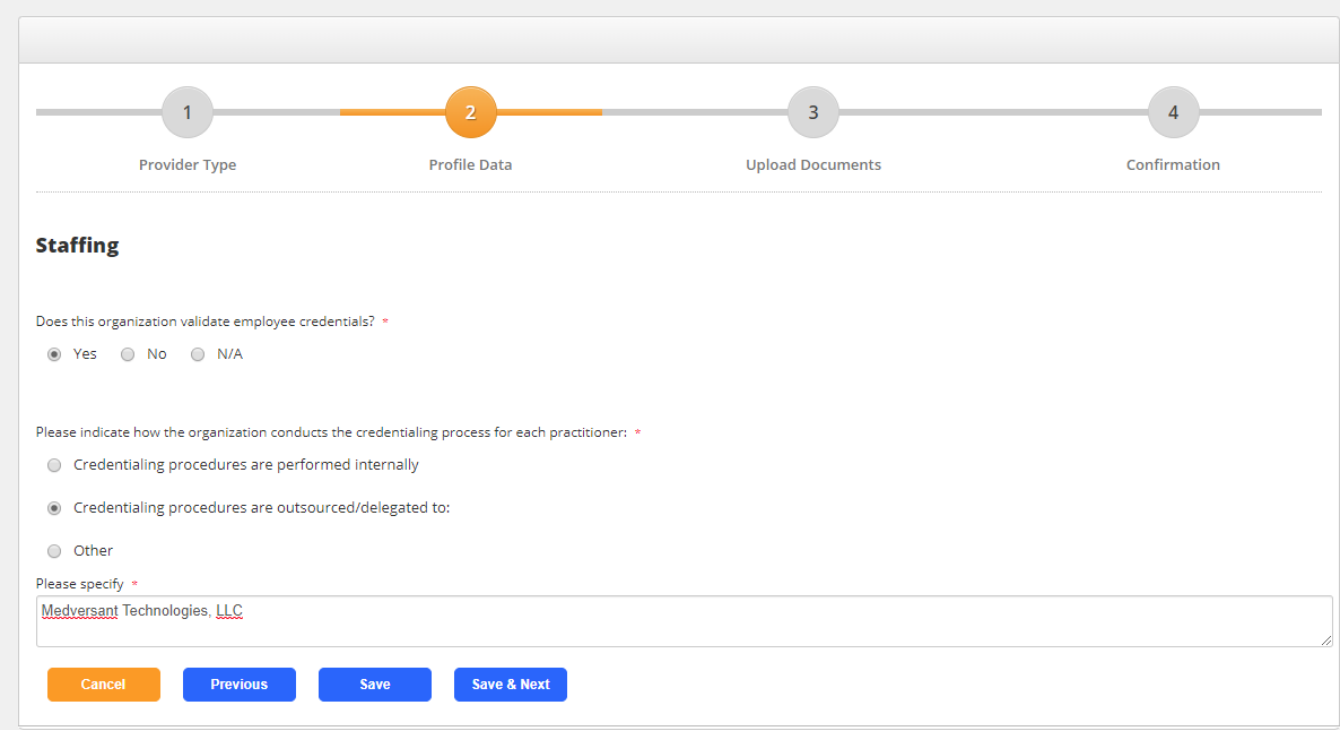
PROFILE DATA – INSURANCE



Screenshot #10 – Insurance

1. Please complete the form by selecting the radio buttons.
2. Only once selection per question allowed.
3. Note the fields with a red asterisk and be sure to fill those out.
4. Hit the blue **Save** button if you are going to leave the page.
5. Hit the blue **Save & Next** button if you are ready to proceed

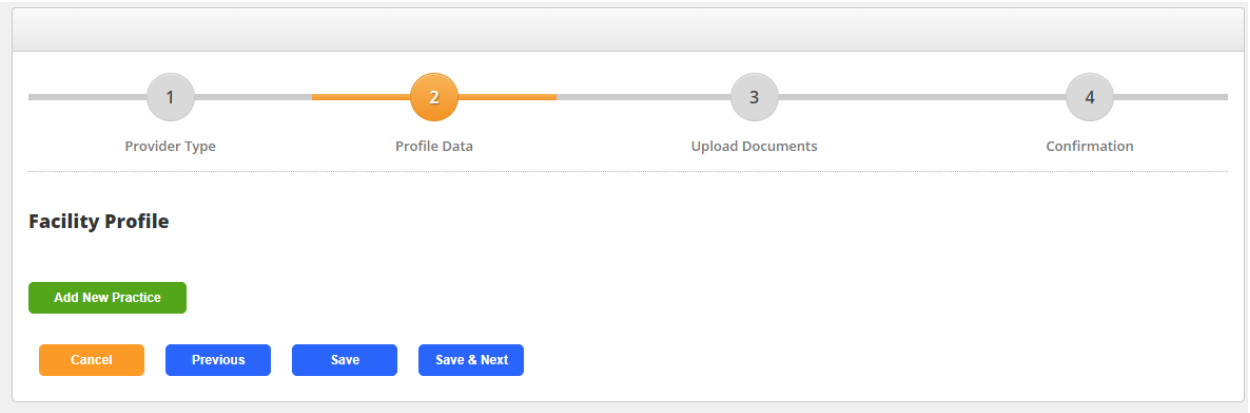
PROFILE DATA – STAFFING



Screenshot #11 – Staffing

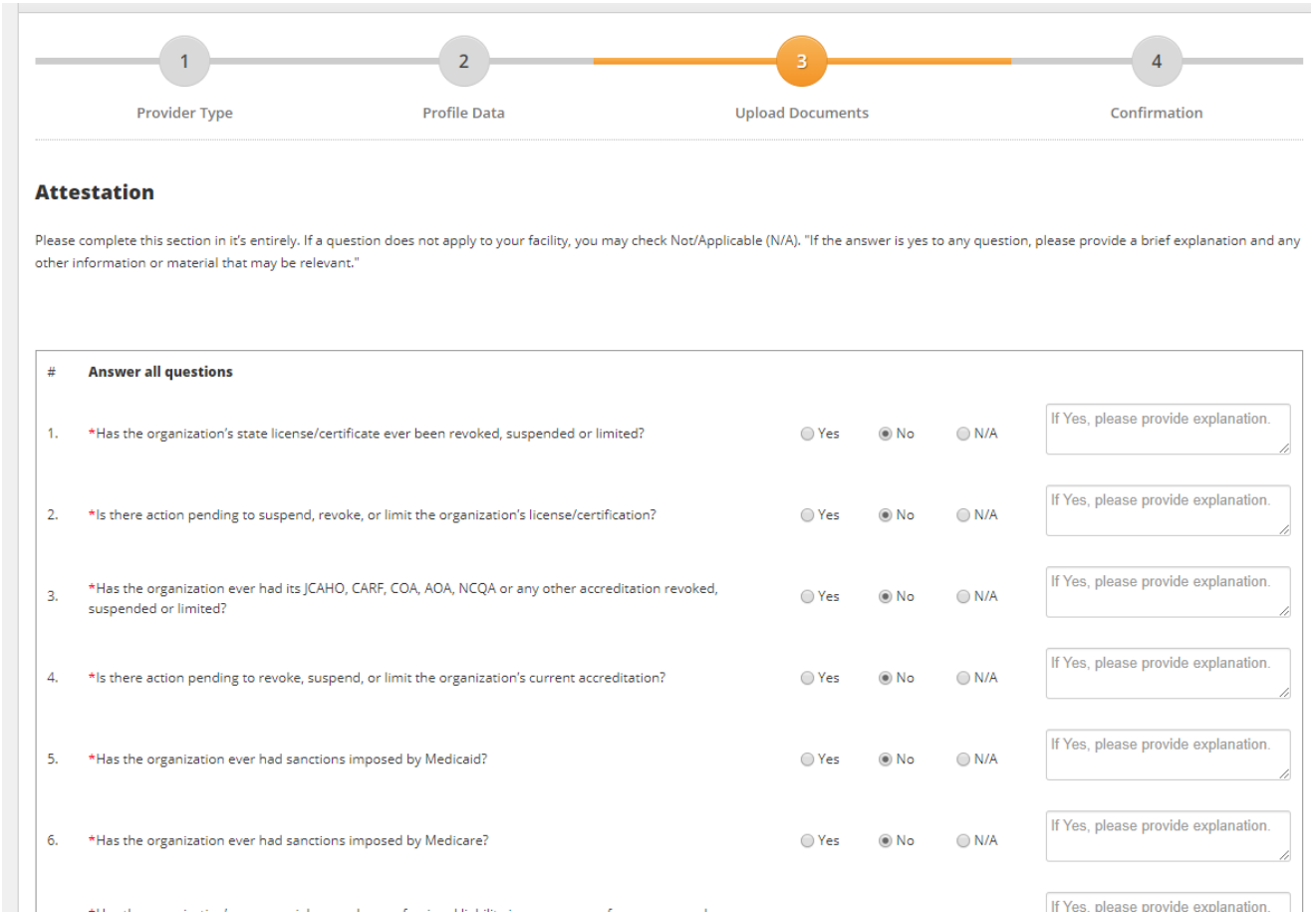
1. Please complete the form by clicking the appropriate radio button.
2. Note the field with a red asterisk and be sure to fill that out if needed.
3. Hit the blue **Save** button if you are going to leave the page.
4. Hit the blue **Save & Next** button if you are ready to proceed

PROFILE DATA – STAFFING



1. Add New Practice by clicking on the green button.

PROFILE DATA – ATTESTATION

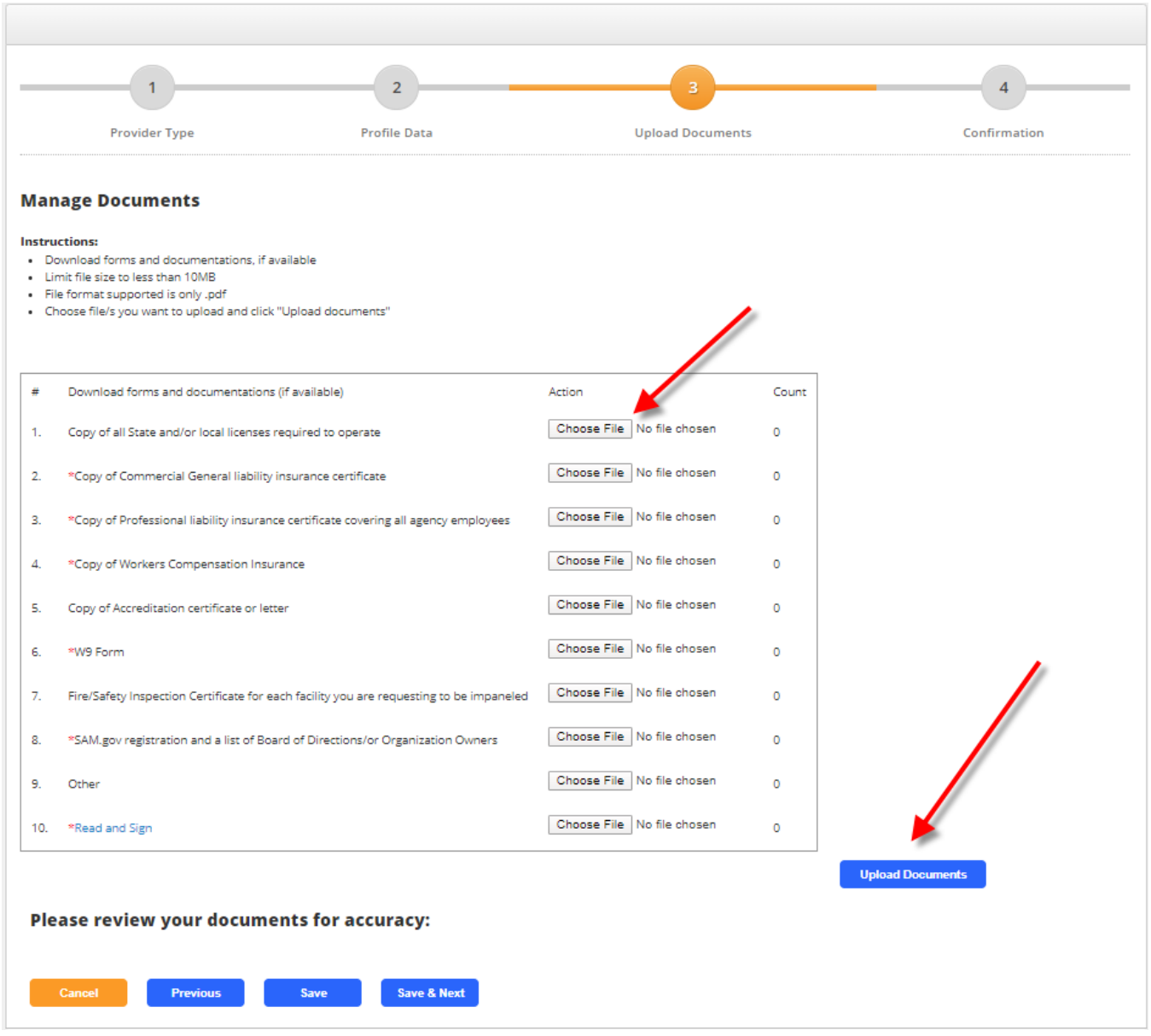


Screenshot #13 – Attestation

1. Please complete the form by clicking the appropriate radio button.
2. ALL attestation questions must be answered.
3. Note the field with a red asterisk and be sure to fill that out if needed.
4. Short, clear answers are sufficient for the explanation text boxes.
5. Hit the blue **Save** button if you are going to leave the page.
6. Hit the blue **Save & Next** button if you are ready to proceed

MANAGE DOCUMENTS

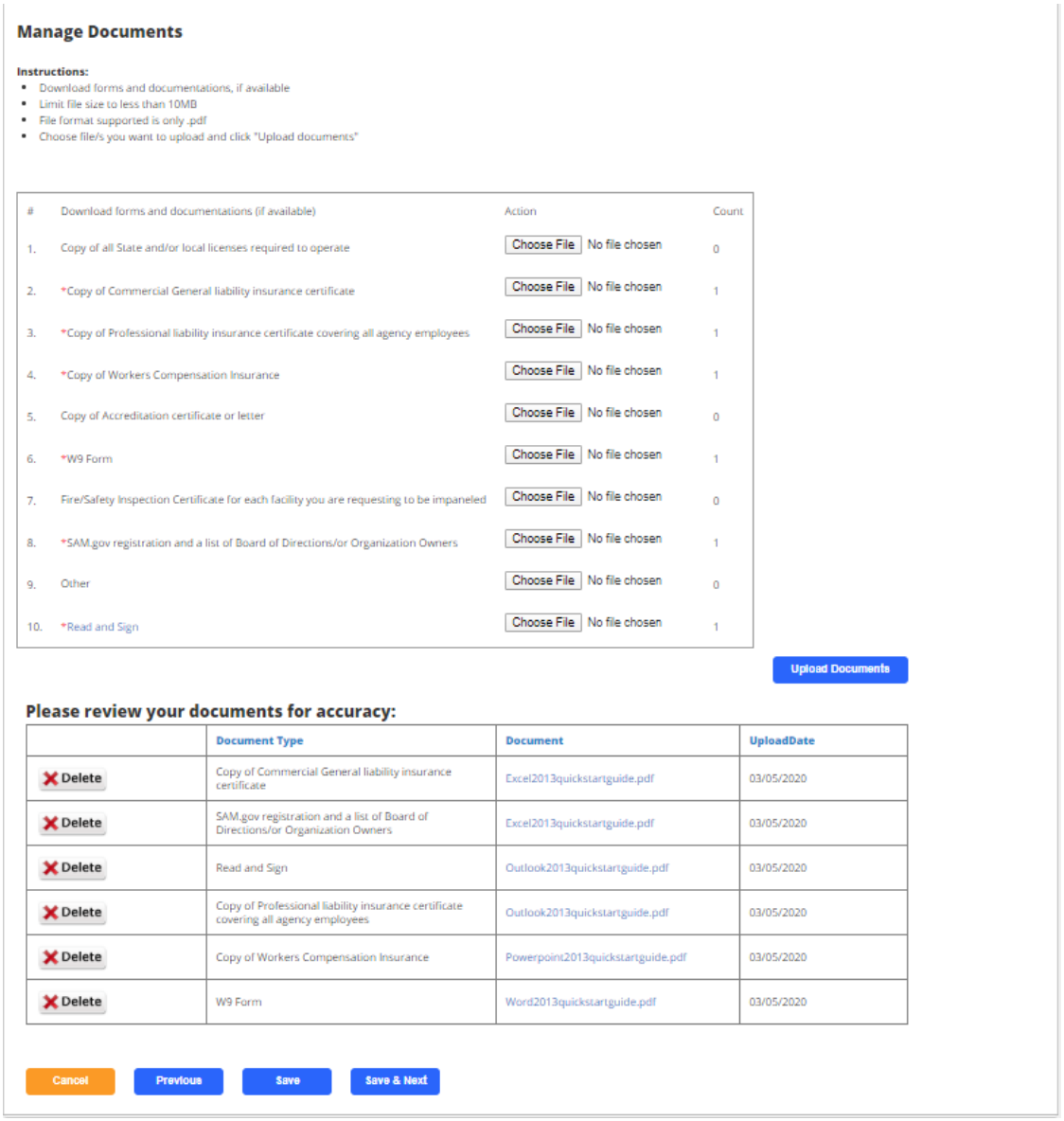
UPLOAD DOCUMENTS



Screenshot #14 – Manage Documents

1. Please note the required documents with the red asterisk.
2. Click on the **Choose File** button on the desired form to upload.
3. Continue until you have uploaded all of your desired / required PDFs.
4. Question #10 - You can click on the blue ***Read and Sign** text to obtain a copy of the PDF.

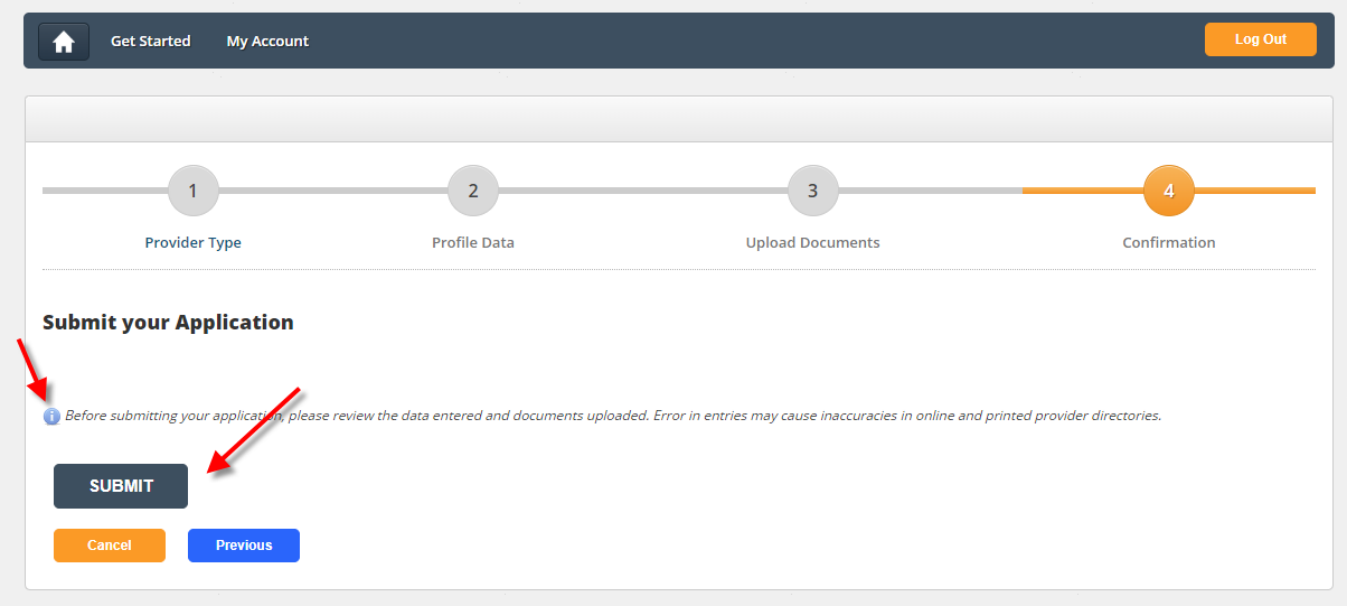
5. Print the Certification and Authorization document, sign and re-scan as a PDF and then upload by using the **Choose File** button on question 10.
6. After all uploads are complete, click on the blue **Upload Documents** to deliverer to Medversant.
7. After your documents are uploaded, a small document library will populate at the bottom of the form. Please review to ensure the correct PDF is uploaded. You can click on the blue link in the Document column to open and review your uploaded document.
8. You can hit the **X Delete** button on the left if you need to upload a different document.
9. Hit the blue **Save** button if you are going to leave the page.
10. Hit the blue **Save & Next** button if you are ready to proceed.



Screenshot #15 – Manage Documents Library

CONFIRMATION

SUBMIT YOUR APPLICATION



Screenshot #16 – Submit your application

1. Please note the blue information note.
2. Once you are confident with your application and uploads, then hit the **SUBMIT** button.
3. Your application and documents will be reviewed and processed.
4. Thank you for your submission to DWIHN.