Sample NYEIS Rendering Provider and Service Coordinator User Account Creation

For a User Account created for a **Rendering Provider** who provides general EI services (such as Physical Therapy related services) <u>and also</u> provides **Service Coordination**; the goal is to set up the individual's NYEIS user account so they can

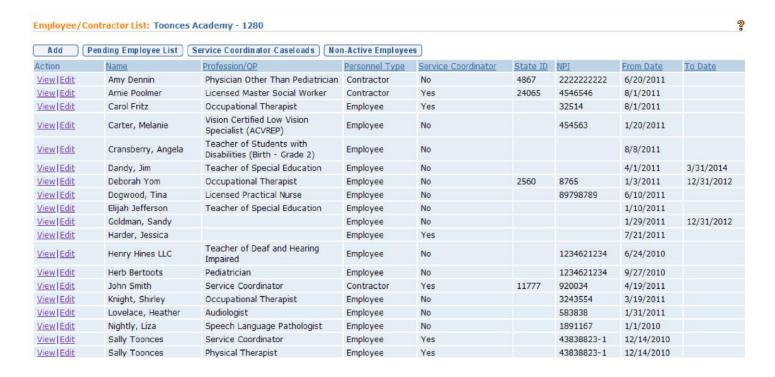
- 1. be assigned as a child's Service Coordinator,
- 2. be assigned to general services associated with their Qualified Profession / License,
- 3. view/access all of their assigned children (as Service Coordinator and Rendering Provider).
- The individual's user account is created. Notice the user role is PROV_ServiceCoordinator and the Provider Name is the individual's name and not an agency name.
- In order for an individual to be assignable as a service coordinator for any agency they work for, they must be assigned a User Role of PROV_ServiceCoordinator, have a User Type of Service Coordinator, and have the Provider Name field associated with their name. Refer to Unit 10 Municipal Administration, User Accounts for instructions and guidelines regarding user account creation.



If the individual (Sally Toonces) will also render services (such as Physical Therapy), they must
have the associated License and Professional Discipline/Qualified Personnel information recorded
on their provider home page.



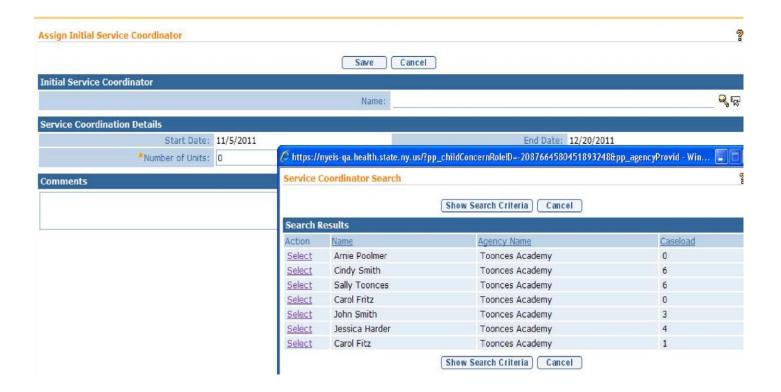
- The individual must also be registered on the agency's Employees/Contractors page of each
 agency that the individual will provide Service Coordination and/or render services for. Refer to
 Unit 9 Provider Management for information about adding a provider to the agency's Provider
 Employees/Contractor List.
- Notice also that Sally is an active employee because there isn't a date recorded in the "To Date" field. If a date is recorded, and the date is in the past, it essentially tells the system that the employee is not actively employed by the agency and thus should not be selectable for any services when the Agency is selected for a Service Authorization.



After all of these conditions are met, the individual will be:

 a) assignable as the Service Coordinator on any Service Coordination Service Authorization when the agency that the individual is employed/contracted by is selected as the Provider of Record for the SA.





b) assignable as the Rendering Provider for any Service Authorization when the agency that the individual is employed/contracted by is selected as the Provider of Record for the SA.



- I log into NYEIS as Sally Toonces. Notice her User Homepage displays her user role (Provider Service Coordinator Management).
- Also notice her home page links. (If Sally had a different user role, such as PROV_RenderProvStaff, there would be fewer links providing less access to NYEIS features).



 Sally clicks the My Provider Homepage link and sees that it is her provider homepage, and not the home page of any agency that she is employed / contracted by. (If, in her NYEIS user account, I had selected an agency name in the "Provider Name" field, the My Provider Homepage would be the agency's home page, and not hers).



Clicking on the My Cases link displays all children that Sally has been assigned as Service
Coordinator for. Note: It does not display children that Sally has been assigned to as a rendering
provider (such as Physical Therapy) on.



 In order to access the records of children that she has been assigned to render a service for, Sally performs a child search. She can search by name, or use the wildcard character (%) to list all children.



 Note that neither the PROV_ServiceCoordinator user role nor the PROV_RenderProvStaff user role is subscribed to Work Queues.



- If the individual's NYEIS user account is not set up correctly, they will not be assignable as a Service Coordinator.
- Notice that Sally's NYEIS user account below is set up with a user role of PROV_RenderProvStaff (instead of PROV_ServiceCoordinator) and User Type of Provider (instead of Service Coordinator).



Notice that Sally's name does not appear in the list of selectable Service Coordinators when her
user account is set up this way.

