# Issues

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Assigned To | Status |
| 1 |  |  |  |

# Description

The purpose of this use case is to depict all essential steps, at a mid-level, required to enrolling an organization provider. The steps are further detailed in lower level use cases.

# Primary actor(s)

1. User

# Preconditions

1. Provider enroller is registered
2. The MPSE provider is an organization

# Main Flow: Enter/update an initial provider profile

1. User login via public portal (See use case Mid\_Level\_User\_Management.doc)
2. User initiates a new provider enrollment (UC006)
3. User enters profile type (individual, organization) (UC002)
4. User enters FEIN/SSN to perform uniqueness determination (UC082)
5. User enters organization information (UC003)
6. User repeats the following indented steps for each facility location
   1. User enters practice name, phone number, physical address and mailing addresses (UC009, UC012)
   2. User enters services (UC017) and provider identifiers (NPI/UMPI)(UC013)
   3. User enters service related information (UC113)
   4. User enters secondary services (UC112)
   5. User affiliates individual providers (UC011)
   6. PCPOs upload PCA agency personnel list (UC137)
7. User enters credentials (UC028)
8. User enters owners and authorized persons (UC031), including roles (UC131), training (UC138), background studies (UC132), properties (UC135), and relationships (UC136)
9. Third party billers must enter the providers they are billing on behalf of (UC032)
10. User associates third party billers (UC010)
11. User agrees to agreements and addendums (UC034) and assurance statements (UC091)
12. If applicable, user enters proof of application fees or uploads hardship exemption request form (UC093)
13. User views provider profile report (UC033)
14. User submits the provider profile for approval (all locations and services) (UC035)
15. Use case ends

## Alternate flow: Enter/update a subsequent provider profile

This flow is invoked instead of the main flow.

1. Provider enroller access MPSE via MN-ITS (See use case Mid\_Level\_User\_Management.doc)
2. System displays "accessed from MN-ITS" landing page (UC005)
3. Provider enroller invokes option to update or revalidate provider profile (UC005)
4. System copies provider profile, creating a new version (UC005, UC019)
5. Continue with step 3 of main flow

# Change Control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |
|  |  |  |  |