

Member Website Portal Training Guide for

ParklandHealthPlan.com/Members/Login



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Welcome!

Welcome to the Member Portal training guide! This course will teach you the fundamentals skills necessary to manage the Parkland Community Health Plan (PCHP) Member Portal.

This document contains general task and steps that you can refer back to at any time. Detailed information and helpful tips about each topic are also included to provide insight and guidance to best practices.

As a member, the PCHP Member Portal will give you the ability to check patient's eligibility, coverage, check claim status, submit and view authorizations and referrals, and more.

Need help with questions, plan benefits, finding or changing you PCP, viewing your ID card, claims, and more?

Please call our Member Customer Service at 1-888-672-2277 HEALTHfirst or 1-888-814-2352 KIDSfirst.

Target Audience

This guide is designed for members who will utilize the PCHP Member Portal.

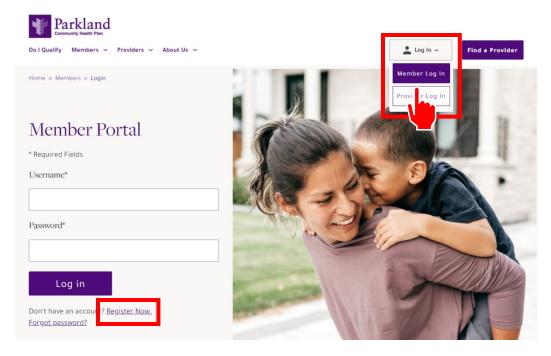


Chapter 1 - Member Sign-Up

Members can access the portal through the Parkland Community Health Plan website at ParklandHealthPlan.com.

To access the member portal, click the **Log In** \rightarrow **Member Log In**.

All members will need to register for a new account before logging in for the first time. To register, click the Register Now link.

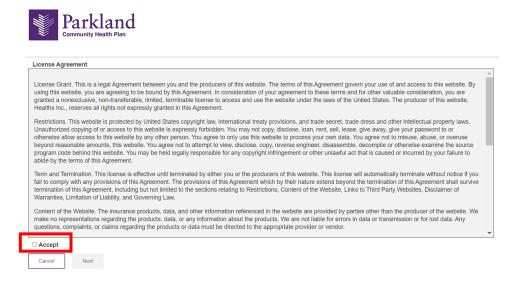


When the member clicks the **Register Now** button, the **License Agreement** appears displaying the license and the terms of use for the portal.



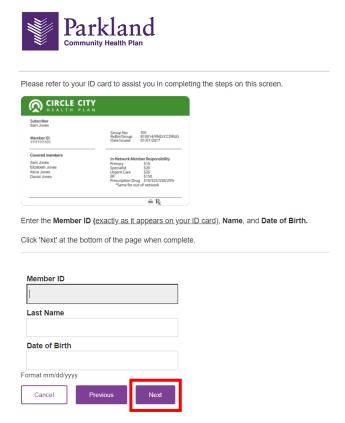
Step 1. After you click on Register Now link, the next screen will be our License Agreement.

Please read over it, and if you agree, click **Accept** then **Next** to continue.



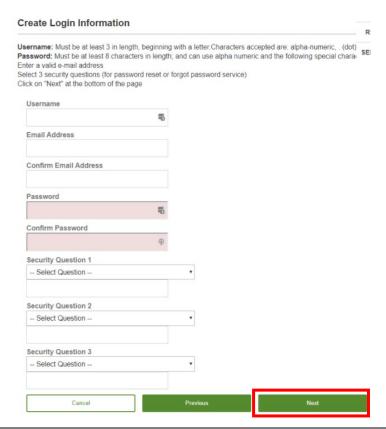
NOTE: If the member selects **Cancel** they are returned to the log in screen and cannot proceed to the portal.

Step 2. The profile information form appears prompting the user to enter the member information. You must enter your information <u>exactly</u> as it appears on your ID card. Click Next to continue.





Step 3. The member profile will appear at the top of the page. This is where you will enter the information necessary for the member's login.



NOTE: The username you enter must be <u>unique</u>. If there is another username already in use throughout the HealthX system, you will be notified that the username is not available.

Step 4. When you have completed all fields, click **Next**. A confirmation page appears summarizing all of the profile information you entered.



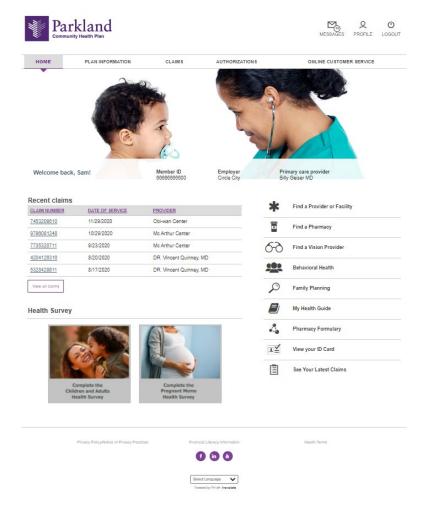


Step 5. If you need to change anything, click Previous. If no changes are needed, click Finish.

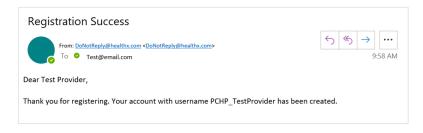
NOTE: If you do not click Finish, the account will not be created.

Step 6. When you click **Finish**, the account is created because it found the active eligibility for that specific member (validation is complete).

The member is then directed to the home page in the member portal.



Step 7. A confirmation email is sent from DoNotReply@healthx.com. Check your "Junk" mail if you do not receive.

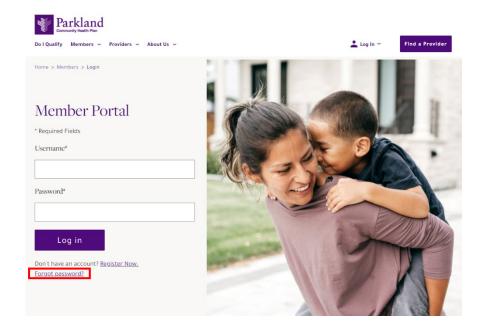




Chapter 2 – Forgot Service

If a member no longer remembers their username or password, only the password can be reset by the member through the forgot password function.

Working through the **Forgot password?** function, the username will display after the member enters some of their information and answers their security questions.



Step 1. On the Login page, click the **Forgot password?** link. The first step in the process is to verify the member's ID, name and date of birth.



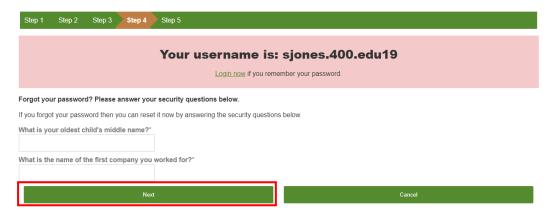


Step 2. Click Next.

Once the system has validated the user account, the member's username is displayed.

If the member remembers their password, they can click on **Login Now** and proceed directly back to the login page.

If they still need to reset their password, then they will need to **correctly answer two of the security questions** that are randomly selected.



Step 3. Click Next.

Once the member enters the correct answers to the security questions, the system moves on to step 5 where the member can create a new password.

This is also an opportunity for the member to update their email address.

When the member click **Reset and Login**, they are returned to the login page and can continue their login using their new password.



When the password is reset, the member is returned to the login page and an email is sent confirming the change.

Please call customer support at 1-888-672-2277 HEALTHfirst or 1-888-814-2352 KIDSfirst.



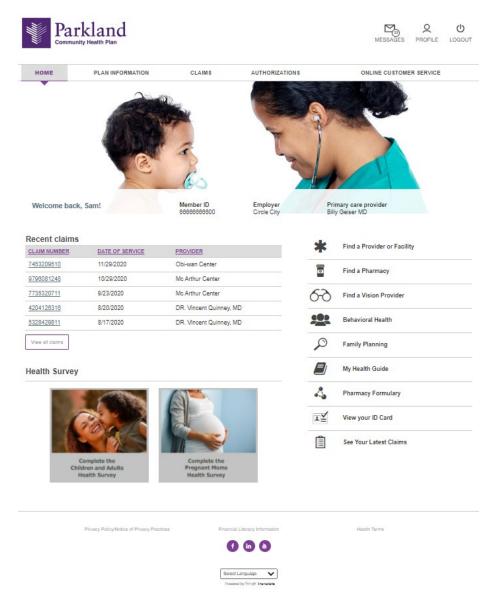
Chapter 3 – Introduction to the Member Portal

Home

The Member Portal is the gateway to access information about plan, their eligibility information, claim status and more. A quick tour around the portal displays several navigation options. The portal also gives members a secure way to ask questions through our system without having to pick up the phone.

Once logged in, you will see several navigation options:

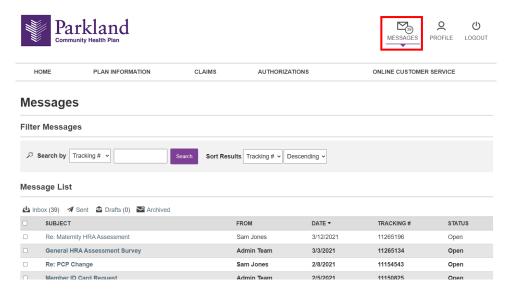
- The Member Profile
- Programs Menu Bar
- Eligibility and Claims
- Quick Links





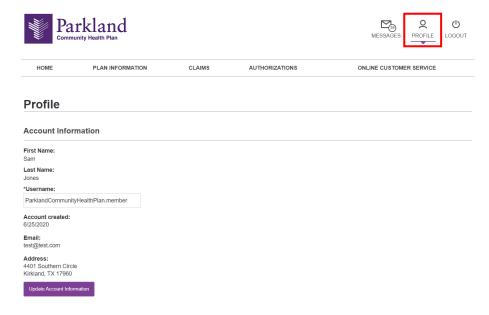
Messages

This feature shows your message list for new and sent messages.



Profile

This feature shows your user profile information. You will select your communication preferences here.



Primary Navigation

The menu along the top of the screen provides easy access to specific information.





Recent Claims

This feature shows most up-to-date claims information.

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CLAIM NUMBER	DATE OF SERVICE	PROVIDER
7453209510	11/29/2020	Obi-wan Center
9796081248	10/29/2020	Mc Arthur Center
7735320711	9/23/2020	Mc Arthur Center
4204126316	8/20/2020	DR. Vincent Quinney, MD
5328429811	8/17/2020	DR. Vincent Quinney, MD
View all claims		

Health Survey

This feature is for our health questionnaire, used to provide individuals with an evaluation of their health risks and quality of life. The left survey is for our Children and Adult members, while the right survey is for our Pregnant Mom members.

Health Survey





Quick Links

The Quick Links list gives a fast way to access information and resources. The links below displays the links to the various information including a link to Finding a Provider, Behavioral Health, Family Planning, My Health Guide, View Your ID Card and more.

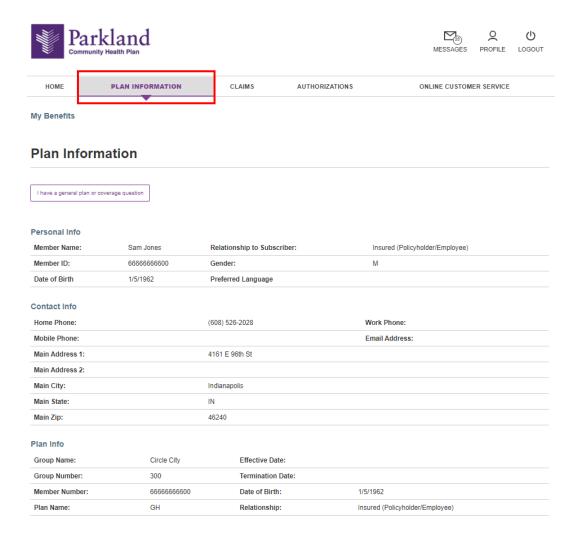




Chapter 4 – Plan Information

In our member portal, the Plan Information program allows members to view their Eligibility and Coverage information.

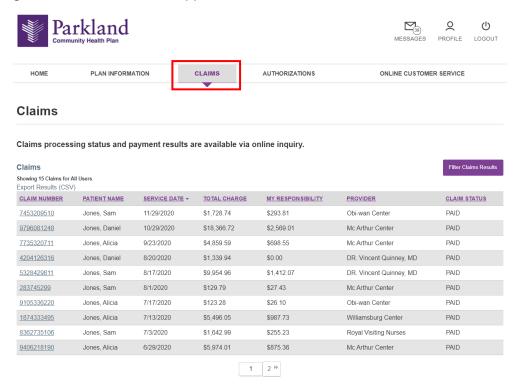
If you have any questions or concerns, please call customer support at 1-888-672-2277 HEALTHfirst or 1-888-814-2352 KIDSfirst.



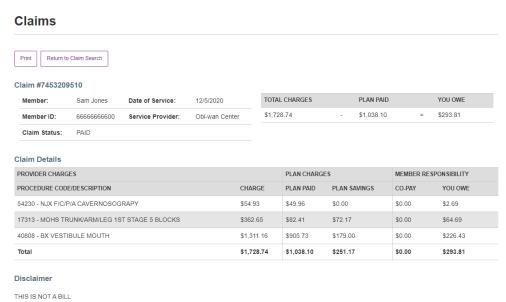


Chapter 5 – Claims

The Claims program allows the member to view details of claims. When the member clicks on the Claims program, a list of their claims appears.



When the member finds the claim they are looking for, they can open the claim by clicking on the claim number. Here they can see the details and the status of the claim. They also have the option to print the details for their files.

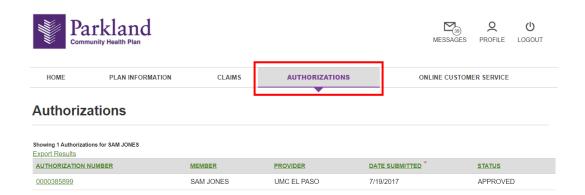




Chapter 6 – Authorizations

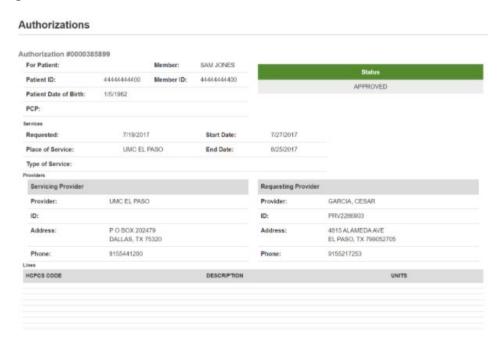
When a member clicks on Authorizations a list of authorizations automatically appear. Members can click the Authorization number to see details and status.

NOTE: Members cannot request an authorization here. This view provides only a list of authorizations that were submitted by the provider. The Authorization details pane shows the status of the request.



When the member opens the authorization details, all of the information about the authorization is presented.

The member can see the status for this authorization along with the information on the Requesting and Servicing Providers.

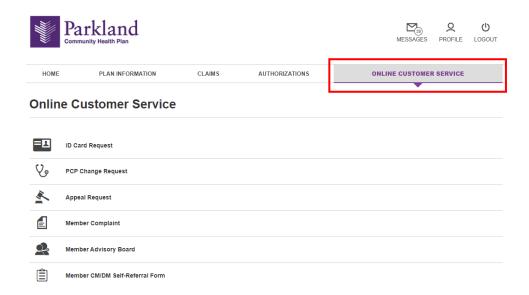




Chapter 7 – Online Customer Service

This menu page provides a number of important benefits for members. Customers have the ability to request an ID Card, request a PCP change, submit an Appeal Request, submit a Member Complaint, join our Member Advisory Board and submit a Member CM/DM Self-Referral Form.

If you have any questions or concerns, please call customer support at 1-888-672-2277 HEALTH first or 1-888-814-2352 KIDS first.

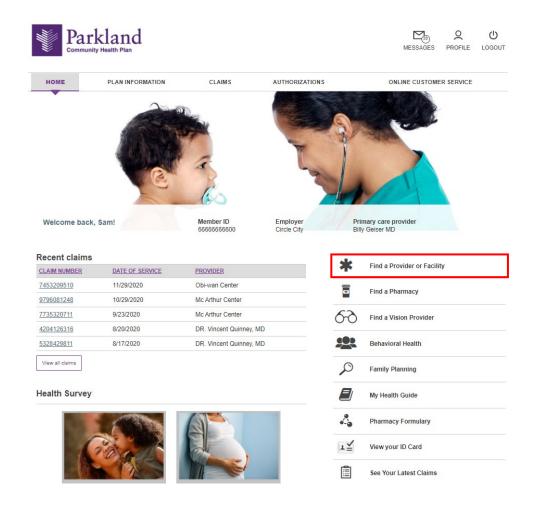




Chapter 8 – Find a Provider or Facility

Find a health care professional in our network. Select a directory and find network-participating health care professionals that best fit your needs, based on their coverage.

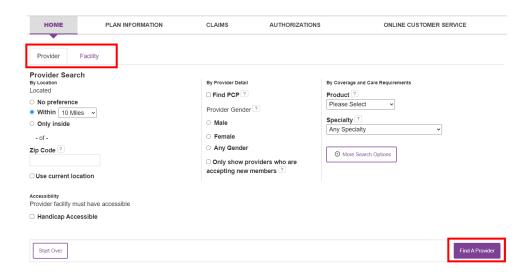
Updates received from our network providers are generally added to the **Find a Provider or Facility** search tool once a week. This information is also subject to change at any time. Please always contact the provider directly to check their status and availability.



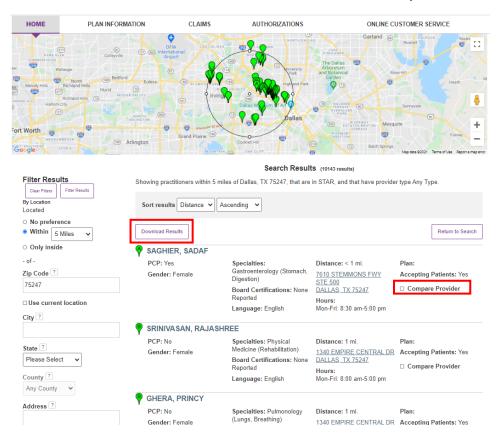
Step 1. Search for a provider or a facility. Search options include:

- Zip Code (required)
- Provider type
- Product type (required):
 - o STAR
 - CHIP
 - o CHIP Perinate



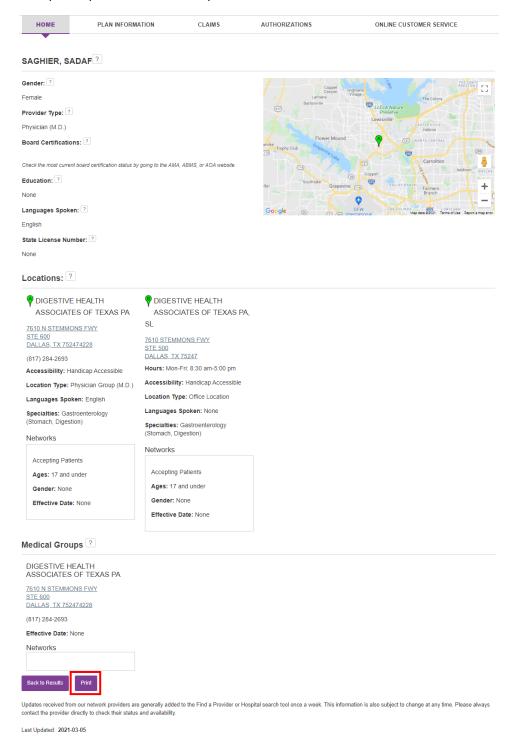


Step 2. Once you have searched for a provider or facility based off the criteria submitted, you can view provider information. View Provider Information, Download, and Compare.





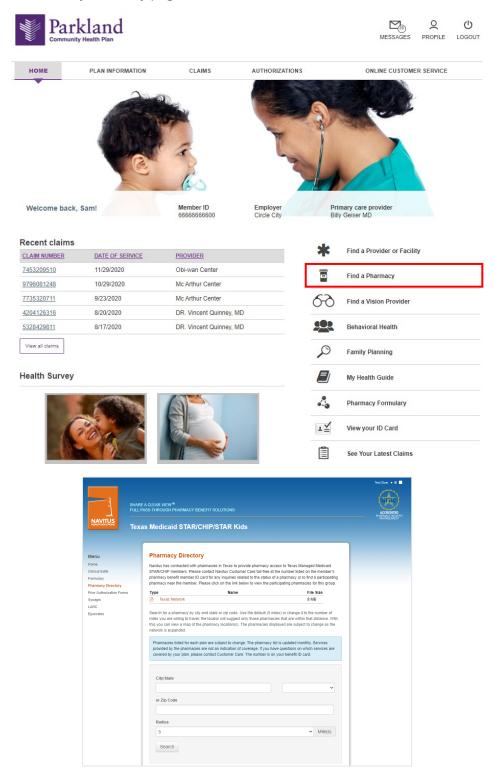
You are able to click on the provider or facility name to see more information and **Print**. You are also able to compare up to four different providers.





Chapter 9 – Find a Pharmacy

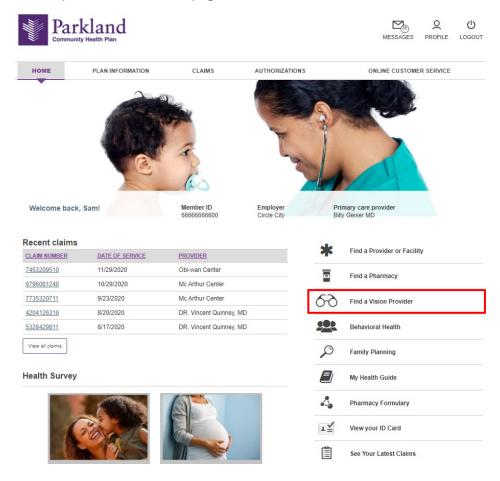
The Find a Pharmacy button (located on the Quicklinks section on the homepage) will be redirected to the Navitus Pharmacy Directory page.

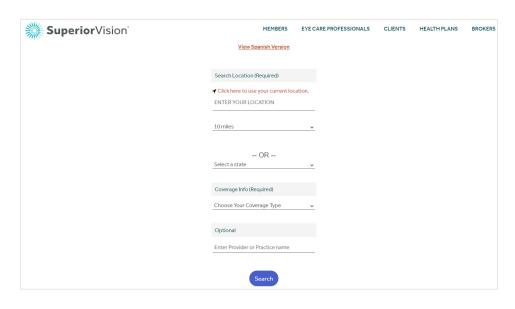




Chapter 10 – Find a Vision Provider

The Find a Vision Provider button (located on the Quicklinks section on the homepage) will be redirected to the SuperiorVision Locator page.

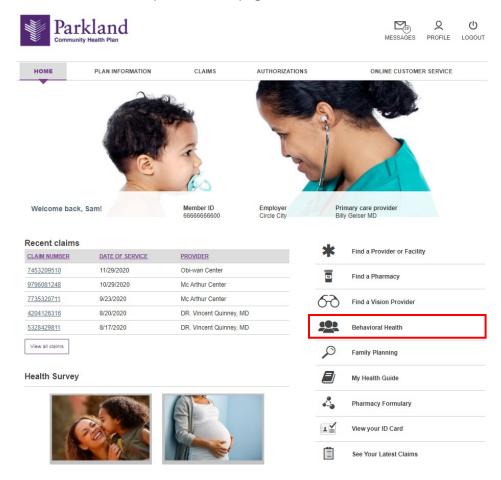


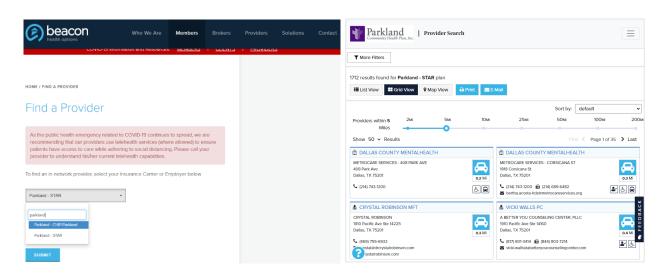




Chapter 11 – Behavioral Health

The Behavioral Health button (located on the Quicklinks section on the homepage) will be redirected to the Beacon Health Options search page.

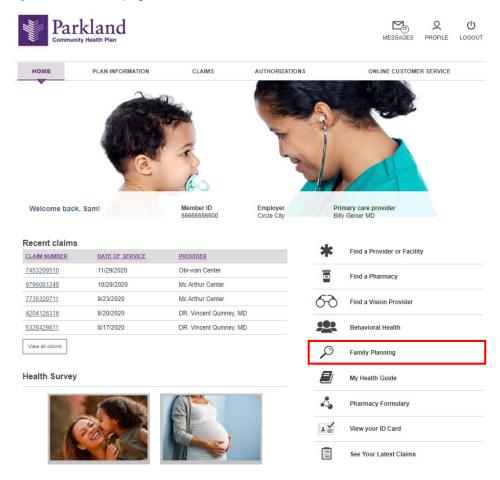






Chapter 12 – Family Planning

The Family Planning button (located on the Quicklinks section on the homepage) will be redirected to the Healthy Texas Women page.

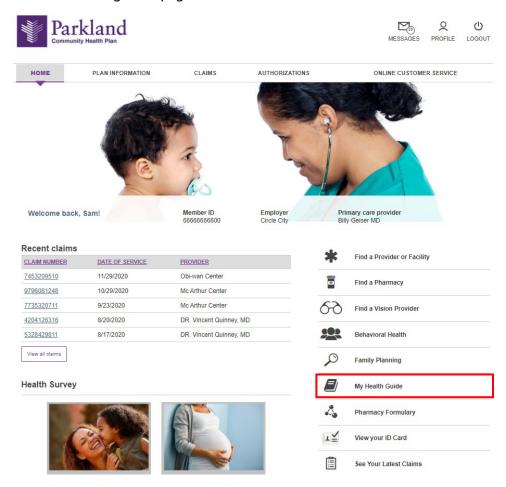






Chapter 13 – My Health Guide

The My Health Guide button (located on the Quicklinks section on the homepage) will be redirected to the HealthWise Knowledgebase page.

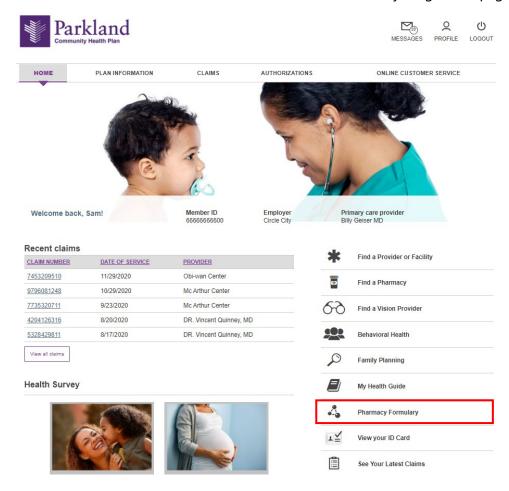






Chapter 14 – Pharmacy Formulary

The Pharmacy Formulary button (located on the Quicklinks section on the homepage) will be redirected to the Navitus Texas Medicaid STAR/CHIP/STAR Kids formulary drug search page.







Chapter 15 – View Your ID Card

The View Your ID Card button (located on the Quicklinks section on the homepage) will be where members can view and request a new ID Card.

