

CMSNet User ID Registration Process

Training Outline: Module 1

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- CMSNet User ID
- QTSO Website
- CMSNet Information Page on QTSO Web Site
- CMSNet Remote Access Request Portal Home Page
- CMSNet Help Desk Information

CMSNet User ID Registration Tips

Ensure that you have available your provider's CCN (CMS Certification Number), state and ZIP Code prior to registering for the CMSNet User ID

CMSNet User ID

CMSNet User ID allows you access into CMS' private network where the CASPER Reporting and PBJ systems reside

First of two required User IDs necessary to access the CASPER Reporting and PBJ systems

Each provider is allowed two CMSNet User IDs

User IDs and passwords may not be shared

Online, self-registration process

CMSNet Online Registration link is posted on the CMSNet Information page on the QTSO website.

Print the PBJ CMSNet Online Registration Instructions.

CMSNet Remote Access Tips

Once the CCN, State and ZIP Code information validation passes, complete the remainder of the fields on the Access Request Form tab

Additional fields to be completed include:

Type of Request

Type Provider (select MDS for PBJ access)

Personal information

NOTE: Required fields are marked with an asterisk (*).

After completing the required information, select the Submit button and a “Request Successfully Submitted” page displays. Page includes the following information:

Allow two full business days to receive your login information

Login information will be sent from mdcn.mco@palmettogba.com

If you do not receive your login information, check your spam folder before calling the CMSNet Help Desk for assistance.

Two emails will be sent from mdcn.mco@palmettogba.com:

Email #1 – contains your CMSNet user ID

Email #2 – contains the password associated to the user ID, links to access the Juniper software installation document, Frequently Asked Questions (FAQ’s) and contact information

Help Desk Support

If you have questions while registering for the CMSNet User ID, contact the CMSNet Help Desk by:

Phone at (888) 238-2122

E-mail at mdcn.mco@palmettogba.com