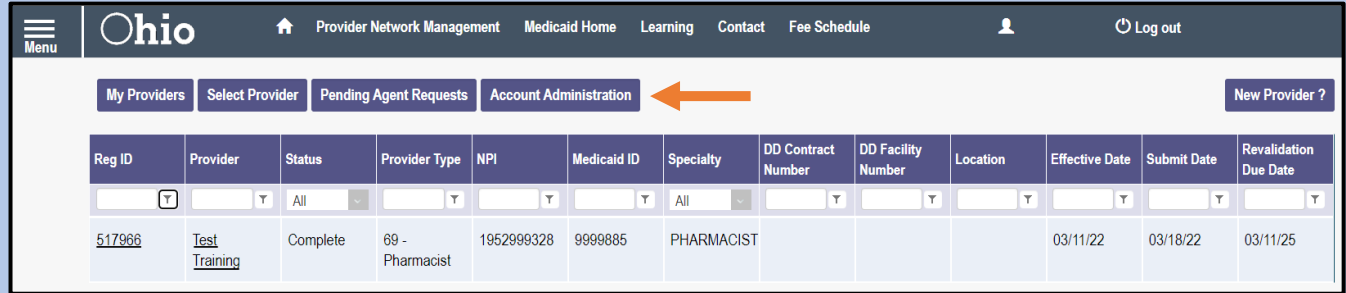


Assigning BHBS as Your Agency's PNM Administrator

Steps: Login to the PNM: https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx

1



The screenshot shows the Ohio PNM Administrator interface. At the top, there is a navigation bar with the Ohio logo and links for Provider Network Management, Medicaid Home, Learning, Contact, Fee Schedule, and a Log out button. Below the navigation bar, there are several tabs: My Providers, Select Provider, Pending Agent Requests, and Account Administration. The Account Administration tab is highlighted with an orange arrow. To the right of the tabs is a 'New Provider ?' button. Below the tabs is a table with columns: Reg ID, Provider, Status, Provider Type, NPI, Medicaid ID, Specialty, DD Contract Number, DD Facility Number, Location, Effective Date, Submit Date, and Revalidation Due Date. The first row of the table shows a provider with Reg ID 517966, Name Test Training, Status Complete, Provider Type 69 - Pharmacist, NPI 1952999328, Medicaid ID 9999885, and Specialty PHARMACIST.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517966	Test Training	Complete	69 - Pharmacist	1952999328	9999885	PHARMACIST				03/11/22	03/18/22	03/11/25

Click the **Account Administration** tab at the top of the page.

Note: You must be logged in as the current Administrator of the provider you are wishing to reassign.

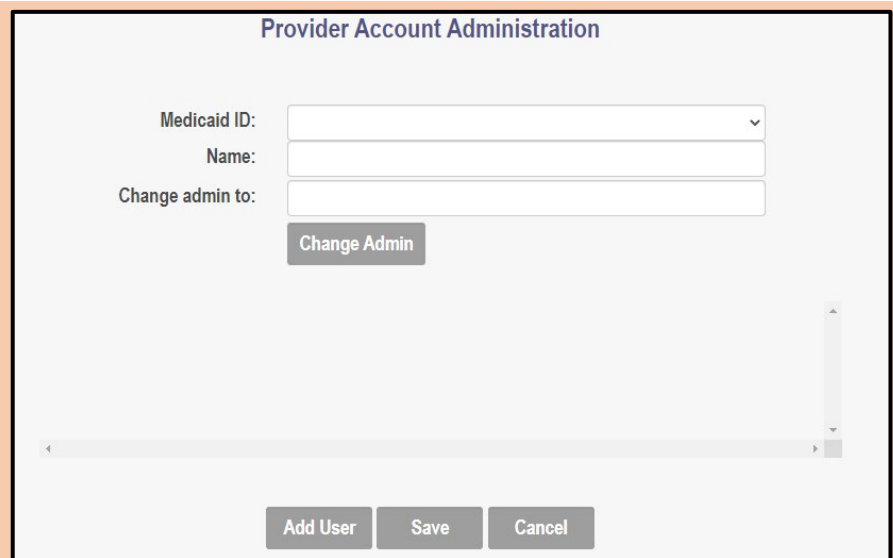
2

From the drop-down menu, select the **Medicaid ID** of the provider for which you want the Agent to complete actions

Once a Medicaid ID is selected, the 'Name' line will populate, allowing you to confirm you have selected the correct provider

In the 'Change admin to' line, enter 71389762

Click the 'Save' button



The screenshot shows the 'Provider Account Administration' form. It has a title bar 'Provider Account Administration'. Below the title bar, there are three input fields: 'Medicaid ID:' with a dropdown arrow, 'Name:' with a text box, and 'Change admin to:' with a text box. Below the 'Change admin to:' field is a 'Change Admin' button. At the bottom of the form are three buttons: 'Add User', 'Save', and 'Cancel'.