

Quick Reference Guide: Identifying Your Role Within PNM

Administrator Role

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517946	Training Medical Group	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	02/09/22	02/09/27

Once logged into PNM, there are multiple buttons on the homepage, located above the table.

An Administrator role will include the following:

My Providers: Refreshes the list of providers that display on your homepage/dashboard

Pending Agent Requests: This button allows you to approve Agent Requests for access to functions such as Submit Claims and Run Reports with Provider records when needed.

Account Administration: This button allows you to set up Agent users, assign them actions/roles, and also transfer the Provider to another Account Administrator

New Provider ?: This button is used to start a New Enrollment Application for any New Ohio Medicaid Provider that you will be responsible for administering

Agent Role

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
517946	Training Medical Group	Complete	Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/22	02/09/22	02/09/27

An Agent role will only include the “**My Providers**” button as defined below:

My Providers: Refreshes the list of providers that display on your homepage/dashboard

Additional Information

If you are searching for the ‘**Select Provider**’ button, this button was removed from PNM due to a potential security issue.

If you are seeking information on other processes in PNM (setting up Agent users, accessing MITS), please click on ‘[Learning](#)’ located in the toolbar at the top of the page in PNM to access guides/materials. **Note:** you will not need to be logged in to access this page.

If you need to link your Administrator account to an existing provider (NPI/Medicaid ID), please contact the **ODM Integrated Help Desk at 1-800-686-1516 (Option 2 and then Option 3).**