



Provider Portal Quick Reference Guide:
How to Add a Temporary Member

Summary
When submitting a PAR for IHT you may need to create a “temporary consumer” if the member does not yet have a Medicaid ID. This user guide shows how to add a member.

1. Navigate to Consumer Information.

When creating a case, select the request type and then click Go To Consumer Information.

New UM Case **CO Demo Provider** **CO UM** -
Requesting Provider Inpatient -

Step 1 Step 2
Case Parameters **Consumer Information**

Case Parameters / **Choose Request Type**

Case Type *
 UM

Case Contract * Request Type *
CO UM Inpatient Outpatient

Cancel **Go To Consumer Information**

2. Search Consumers

Enter at least the last name and date of birth then click search. If no records are found, select Add Temporary Consumer.

Step 1 Case Parameters Step 2 Consumer Information

Consumer Information/ Search Consumer/ Results

CONSUMER ID LAST NAME FIRST NAME (MIN 1ST LETTER) DATE OF BIRTH

Clark 03/07/2019

*Combination of DOB and Last Name or Consumer ID

Cancel Search

Name DOB Address Consumer ID Contract

No records found.

Showing 10 of 0

Unable to find the consumer you are looking for?
Please refine search to continue.

Not finding what you're looking for? Add temporary consumer

3. Complete Demographics.

Fill in the consumer details and click Create Temporary Consumer. Fields with an asterisk (*) must be completed.

PREFIX FIRST NAME * MIDDLE NAME LAST NAME * SUFFIX

Select One Anderson Select One Clark Select One

GENDER *
Male Female

DATE OF BIRTH LANGUAGE

03/07/2019 Select One

CONTACT INFORMATION

Use Facility Address

ADDRESS LINE 1 * ADDRESS LINE 2 CITY * COUNTRY *

9999 99th Ave Boulder Canada United States

STATE/PROVINCE * COUNTY * POSTAL CODE *

Colorado Boulder 99999

PHONE NUMBER EMAIL

OTHER INFORMATION

SSN (00X-XX-XXXX)

PRIVATE INSURANCE

MEDICARE HICN MEDICARE MBI

Cancel Create Temporary Consumer