



**COLORADO**  
Department of Health Care  
Policy & Financing

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

### Summary

When submitting a PAR for IHRP 2.0 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 the Consumers page.

From the task bar at the top select the **Consumers** link.

### 2. Search Consumers.

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

**CONSUMERS** RESET

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

\*Combination of DOB and Last Name or Member ID

+ ADD TEMPORARY CONSUMER

NAME	DATE OF BIRTH	ADDRESS	CONSUMER ID	CONTRACT	CASE COUNT
<span style="background-color: #ffff00; padding: 2px;">No records found.</span>					

### 3. Complete Demographics.

Fill in the consumer details and click create. Fields with an asterisk (\*) must be completed.

**Kepro** | Work Queue | Cases | Create Case | Consumers | Providers | Reports | Search by #

**CONTRACT INFORMATION**

CONTRACT \*  | PLAN \*

**CONSUMER DETAILS**

PREFIX \*  | FIRST NAME \*  | MIDDLE NAME  | LAST NAME \*  | SUFFIX \*

GENDER \*  | DATE OF BIRTH \*  | LANGUAGE  | RACE

ETHNICITY

**CONTACT INFORMATION**

ADDRESS LINE 1 \*  ADDRESS LINE 2  CITY \*  COUNTRY \*

STATE/PROVINCE \*  COUNTY \*  POSTAL CODE \*  PHONE NUMBER

**OTHER INFORMATION**

SSN (XXX-XX-XXXX)  SELF PAY  PRIVATE INSURANCE  MEDICAID ID/SUBSCRIBER ID  MEDICARE HON

MEDICARE MBI  OTHER ID

COMMENTS

Once the member is created, enter the PAR as usual. When the member has obtained a Medicaid ID, submit a PAR Modification request asking Kepro to merge the case created using the temporary ID with the valid member record in Atrezzo.