



Domain Administrator Quick Reference

Business Rules

- Within the application, the required fields are marked with an asterisk (*).
- Use the **Cancel** button to close out of a window, **DO NOT** click the to exit the page.
- A domain enables the establishment of logical groupings of user profiles for an organization, provider, or group. By setting up a domain, security policies that affect the whole domain can be established. Once a domain is added to CHAMPS, user profiles can be associated to the domain.
- By default, the first user who enrolls a provider will become the Domain Administrator for that provider or organization
- The Domain Administrator will have the responsibility of assigning rights for all other users within the organization to access any/all subsystems within CHAMPS
- One Provider NPI can have only one Provider Domain
- A profile is an arbitrary set of system roles that are grouped to apply security to users.

Action	Domain Administrator – Add User	Notes
Add User	1. After you have logged into CHAMPS with your Single Sign On (SSO) user ID and password, select Domain Administrator Profile	
	2. Click Maintain Users hyperlink from the Provider Portal Admin Page Maintain Users	• System displays all users whom have access to the Domain
	3. Click <input type="button" value="Add"/>	• Must be a registered and approved SSO ID
	4. Enter the Single Sign On (SSO) ID of the user to be added in the User ID field User ID: <input type="text"/> *	• Start Date defaults to today's date
	5. Optionally, enter a Start Date Start Date: <input type="text" value="08/19/2009"/> *	• Expiration Date defaults to 12/31/2999
	6. Optionally, enter a Expiration Date Expiration Date: <input type="text" value="12/31/2999"/> *	
	7. Select appropriate Profiles by highlighting the suitable Available Profile(s) and clicking <input type="button" value=">>"/> to move that Profile(s) to the Selected Profile list	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Available Profiles</p> <ul style="list-style-type: none"> CHAMPS Full Access Claims Access Domain Administrator Eligibility Inquiry Prior Authorization Access Provider Enrollment Access View Provider Enrollment </div> <div style="text-align: center; width: 10%;"> <input type="button" value=">>"/> <input type="button" value="<<"/> </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> <p>Selected Profiles*</p> <p>CHAMPS Limited Access</p> </div> </div>
	8. Optionally, enter Remarks	

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	<p>9. Click <input type="button" value="OK"/></p>	<ul style="list-style-type: none"> The following is a list of the Profiles and definitions: <ul style="list-style-type: none"> Domain Administrator – The individual who assigns or removes domain and profile access for other CHAMPS users CHAMPS Full Access- Full Fee for Service access to Provider Enrollment, Prior Authorization, Eligibility, and Claims Subsystems CHAMPS Limited Access- View only access to Provider Enrollment and full Fee for Service access to Prior Authorization, Eligibility, and Claims Subsystems Prior Authorization Access- Fee for Service access to Prior Authorization only MCO Provider Access- Access to Managed Care Organization Provider Enrollment only Eligibility Inquiry- Fee for Service access to Eligibility only Provider Enrollment Access- Fee for Service full access to Provider Enrollment only View Provider Enrollment- View only access to Provider Enrollment Billing Agent Access- Access to Billing Agent Provider Enrollment and limited Claims access Claims Access- Full Fee for Service access to Claims only
Action	Domain Administrator – Manage User	Notes
<p>Manage User</p>	<ol style="list-style-type: none"> Click Maintain Users hyperlink from the Provider Portal Admin Page Maintain Users Click the Name hyperlink of the user to be managed within the list page Optionally, change the First Name First Name: <input type="text" value="Provider"/> * Optionally, change the Last Name Last Name: <input type="text" value="Testuser"/> * Optionally, change the Email address Email: <input type="text" value="email@yahoo.com"/> * Optionally, change the Phone Number Phone Number: <input type="text" value="5555555555"/> * 	

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7. Optionally, change the **Expiration Date**

Expiration Date:

8. Optionally, check **Lock User** Lock User:

9. Optionally, add or delete a **Remark**

Remarks:

10. Optionally, add or delete a **Selected Profile** by highlighting the Profile and clicking the or button

11. Click

- To Expire a Users access to a Domain you must enter a valid expiration date
- Locking a User will prevent the User from accessing this Domain

Available Profiles

CHAMPS Full Access
Claims Access
Domain Administrator
Eligibility Inquiry
Prior Authorization Access
Provider Enrollment Access
View Provider Enrollment

Selected Profiles*

CHAMPS Limited Access