



# Confirmation Reports Portal User Guide



*For use with the  
Confirmation Reports Portal  
<http://dhpreports.smart-data-solutions.com/>*

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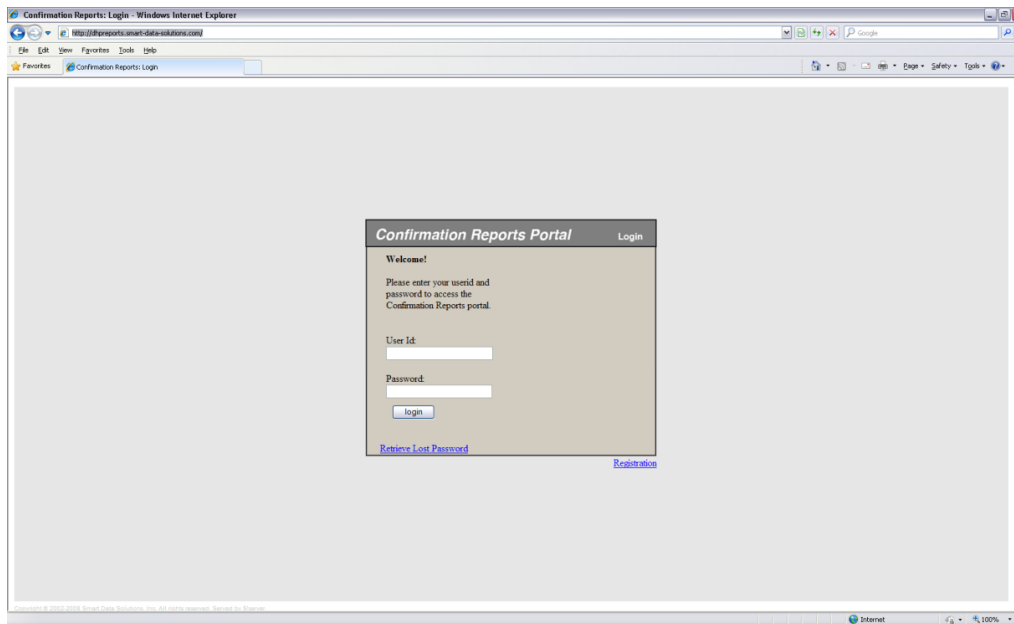
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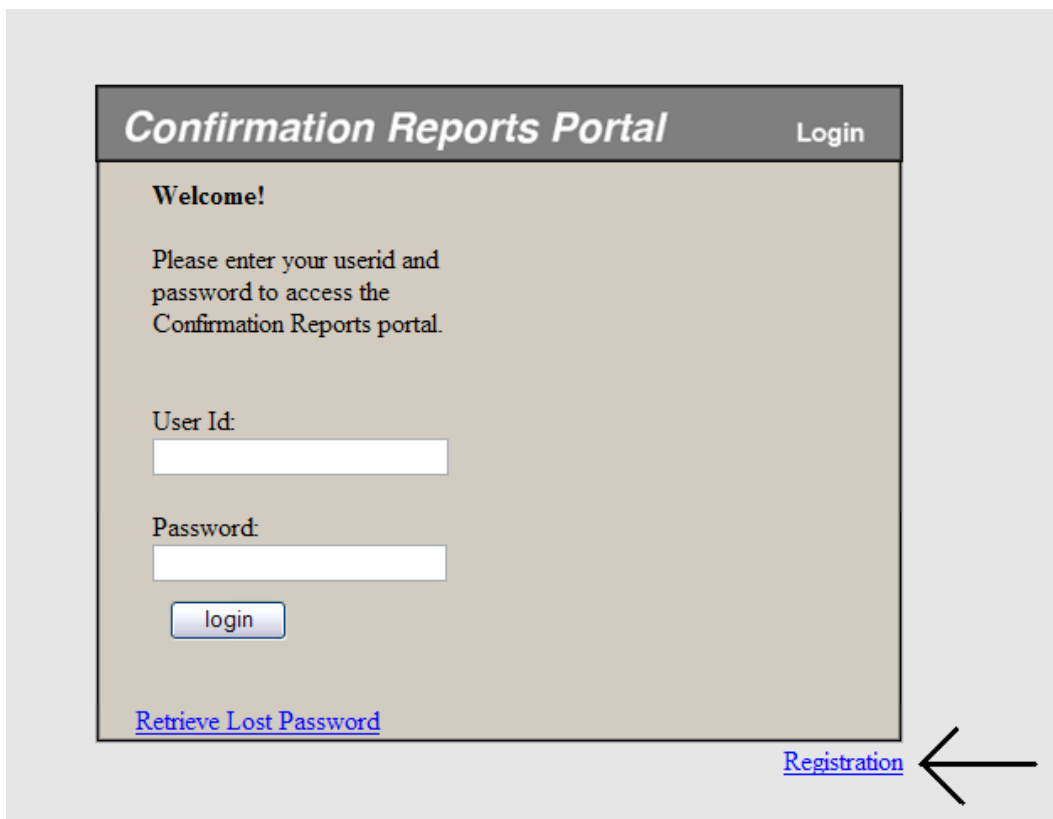
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## SUPER USER SETUP:

The link will take you to this page:

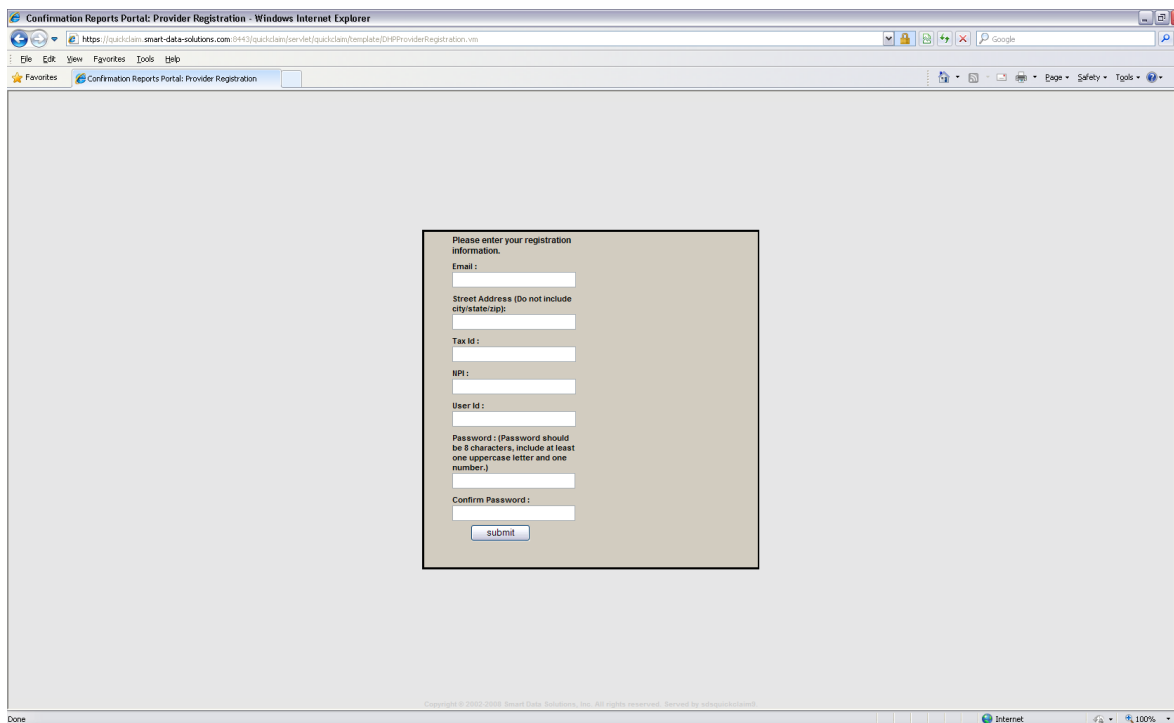


If the provider has already registered, they can just login. If they need to register, they should click on the “Registration” button in the bottom right hand of the login box.

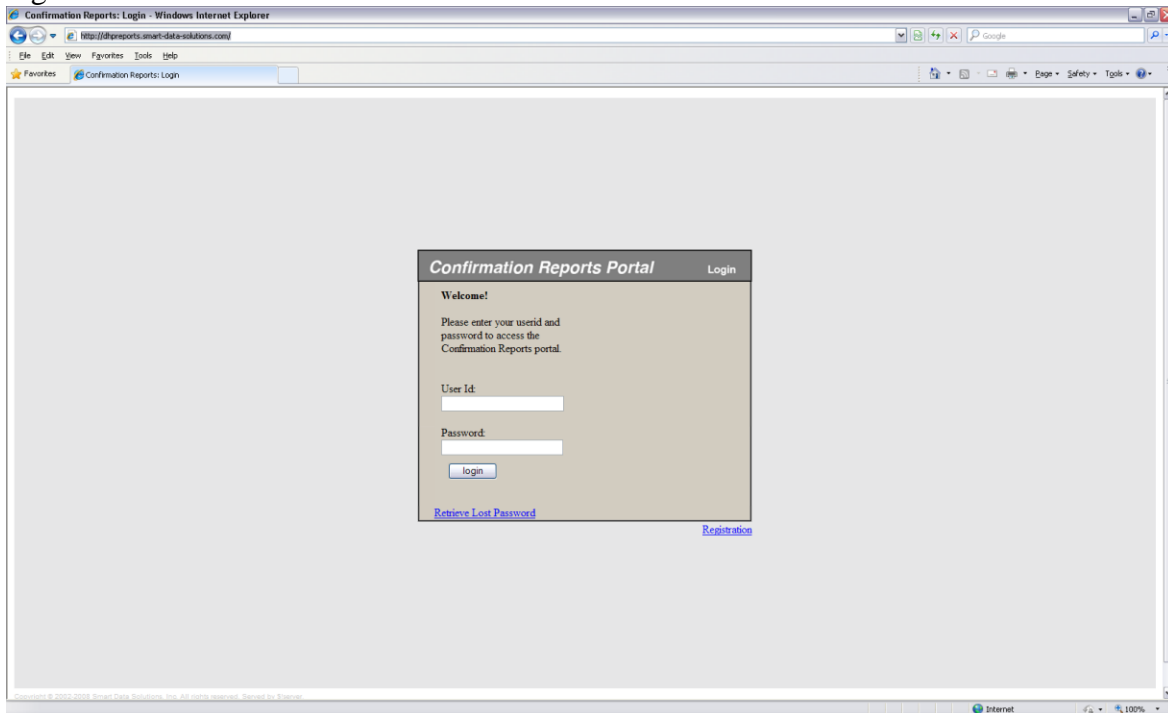


This is the Registration screen:

Enter street address (billing address), tax ID & NPI for your provider. Enter e-mail address, user ID & password for yourself (**Password must be 8 characters, Combination of Uppercase, Lowercase and Numbers - No Special Characters**), the super user:

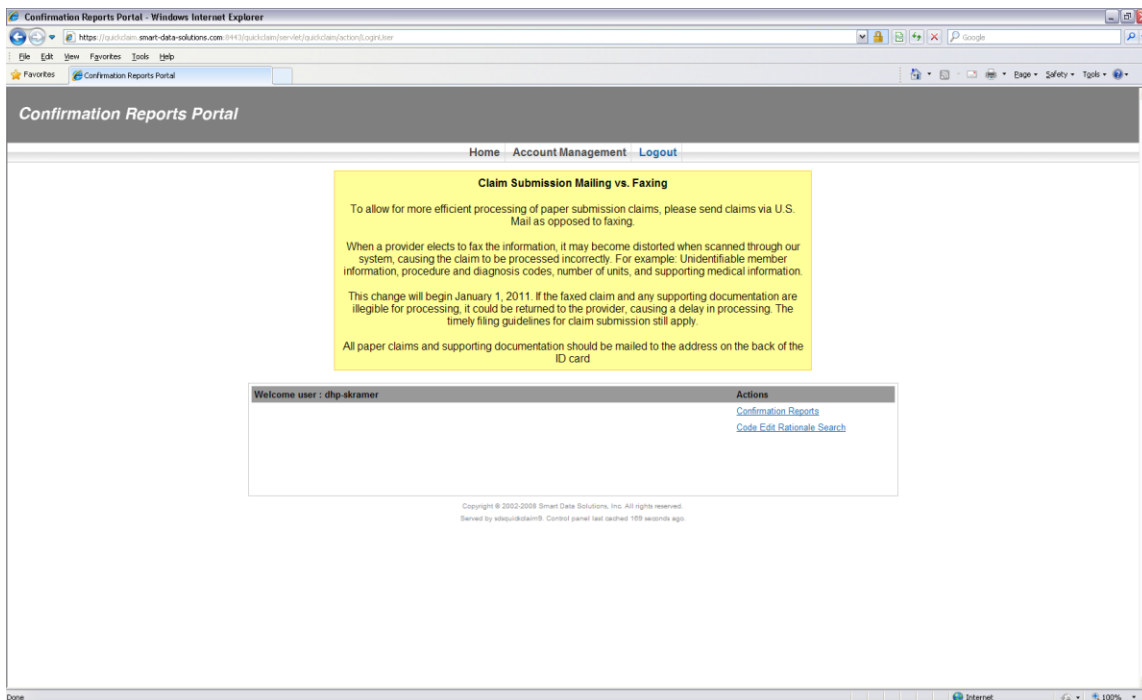


Upon successful registration of the super user, you will automatically be redirected back to the login screen:

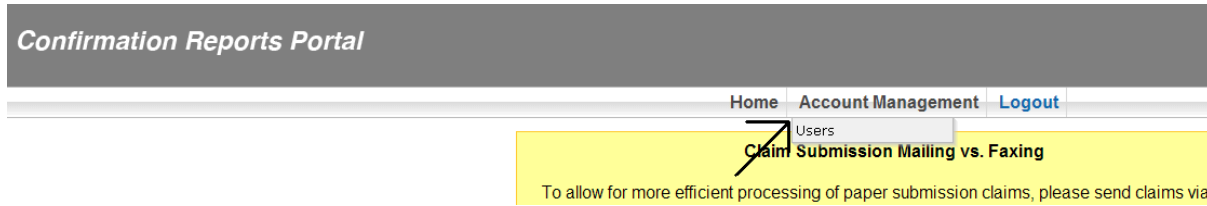


Enter the user id and password you have just setup for yourself, the super user. This is the screen you will see logging in (both for super users and general users):

## GENERAL USER SETUP:

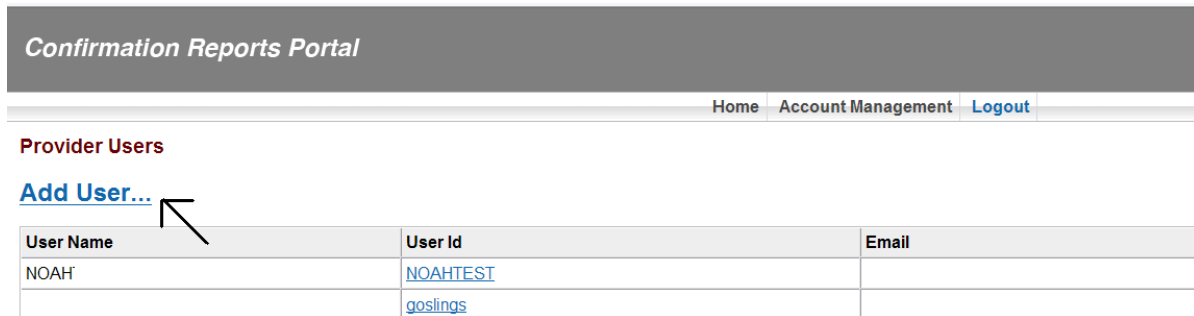


Bring your mouse up to “Account Management”, a drop down will appear saying “Users,” click on users:

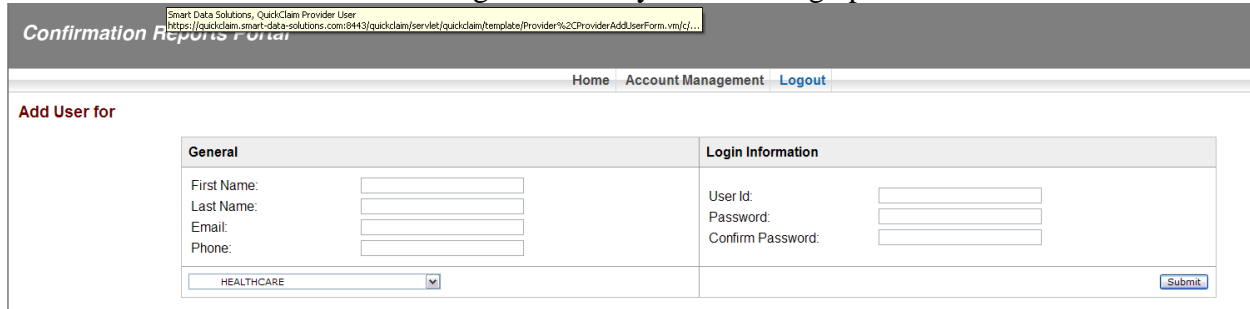


Upon clicking “Users,” you will see this screen where a list of your users already exists:

Click “Add User...”

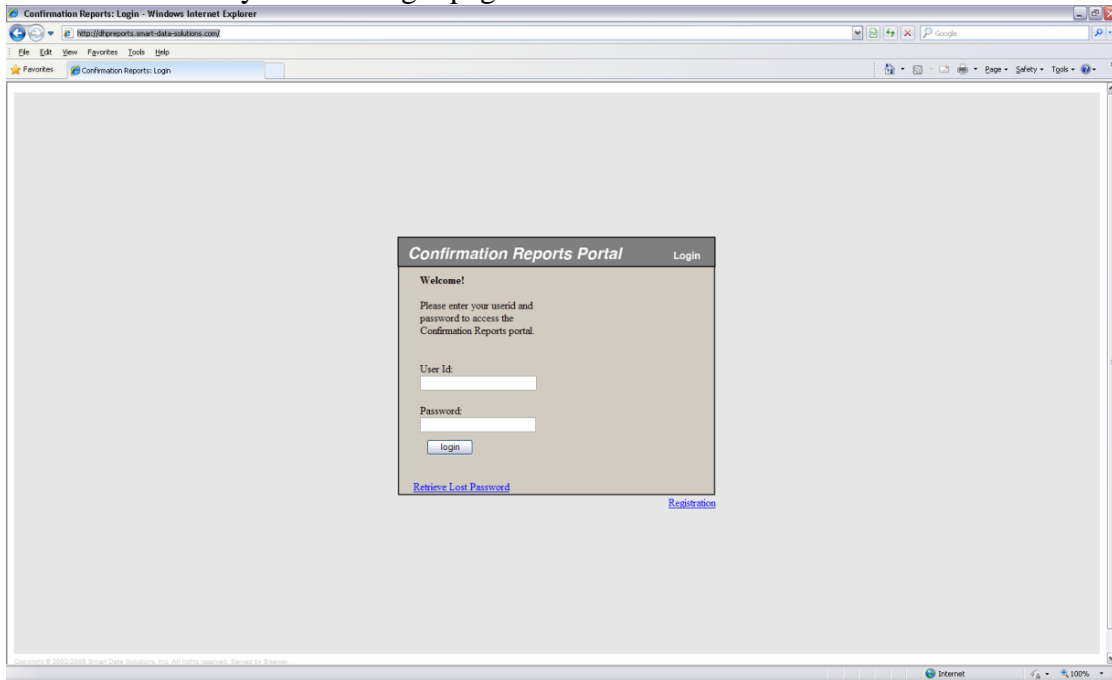


Fill out the information for the each general user you are setting up and click submit:



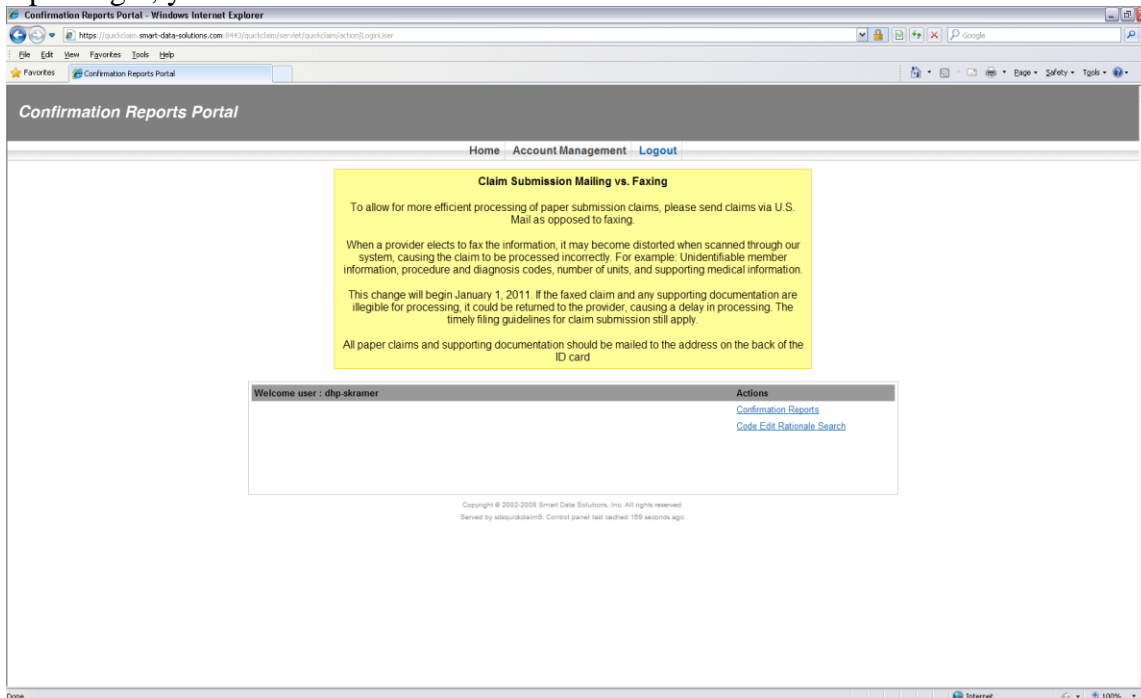
# VIEWING REPORTS:

The link will take you to the login page:



Enter your user ID and login. For super users, it's whatever you assigned to yourself. For general users, you should have been assigned a login and password by Your super user. **(Password must be 8 characters, Combination of Uppercase, Lowercase and Numbers - No Special Characters)**

Upon login, you will see this screen:



Click on Confirmation Reports:

**Confirmation Reports Portal**

Home Account Management Logout

**Claim Submission Mailing vs. Faxing**

To allow for more efficient processing of paper submission claims, please send claims via U.S. Mail as opposed to faxing.

When a provider elects to fax the information, it may become distorted when scanned through our system, causing the claim to be processed incorrectly. For example: Unidentifiable member information, procedure and diagnosis codes, number of units, and supporting medical information.

This change will begin January 1, 2011. If the faxed claim and any supporting documentation are illegible for processing, it could be returned to the provider, causing a delay in processing. The timely filing guidelines for claim submission still apply.

All paper claims and supporting documentation should be mailed to the address on the back of the ID card

Welcome user : Actions  
[Confirmation Reports](#)  
[Code Edit Rationale Search](#)

You will see all your confirmation reports on the front page.

**Confirmation Reports**

Provider:  Tax Id:  Confirmation Reports: From:  To:

Report Date	Provider Name	File Name	Download Count	Actions
10/26/2009	HEALTHCARE	39- -20091026	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
10/27/2009	HEALTHCARE	39- -20091027	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
10/28/2009	HEALTHCARE	39- 20091028	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
10/29/2009	HEALTHCARE	39- -20091029	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
10/30/2009	HEALTHCARE	39- 20091030	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/02/2009	HEALTHCARE	39- -20091102	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/03/2009	HEALTHCARE	39- -20091103	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/04/2009	HEALTHCARE	39- -20091104	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/05/2009	HEALTHCARE	39- -20091105	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/06/2009	HEALTHCARE	39- -20091106	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/09/2009	HEALTHCARE	39- -20091109	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/10/2009	HEALTHCARE	39- -20091110	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>
11/11/2009	HEALTHCARE	39- -20091111	0	<input type="button" value="Download PDF"/> <input type="button" value="Download CSV"/>

If you need to see reports from earlier, please use the search function at the top of the page:

**Search Function**

Confirmation Reports: From:   To:



# RESETTING PASSWORD:

Click on Retrieve Lost Password

**Confirmation Reports Portal** Login

**Welcome!**

Please enter your user id and password to access the Confirmation Reports portal.

User Id:

Password:

login

[Retrieve Lost Password](#)

[Registration](#)

Enter username and email address.

Click on Request Password

**Confirmation Reports Portal** Login

Please enter your userid and e-mail associated with your account to have your password sent to you.

User Id:

E-mail:

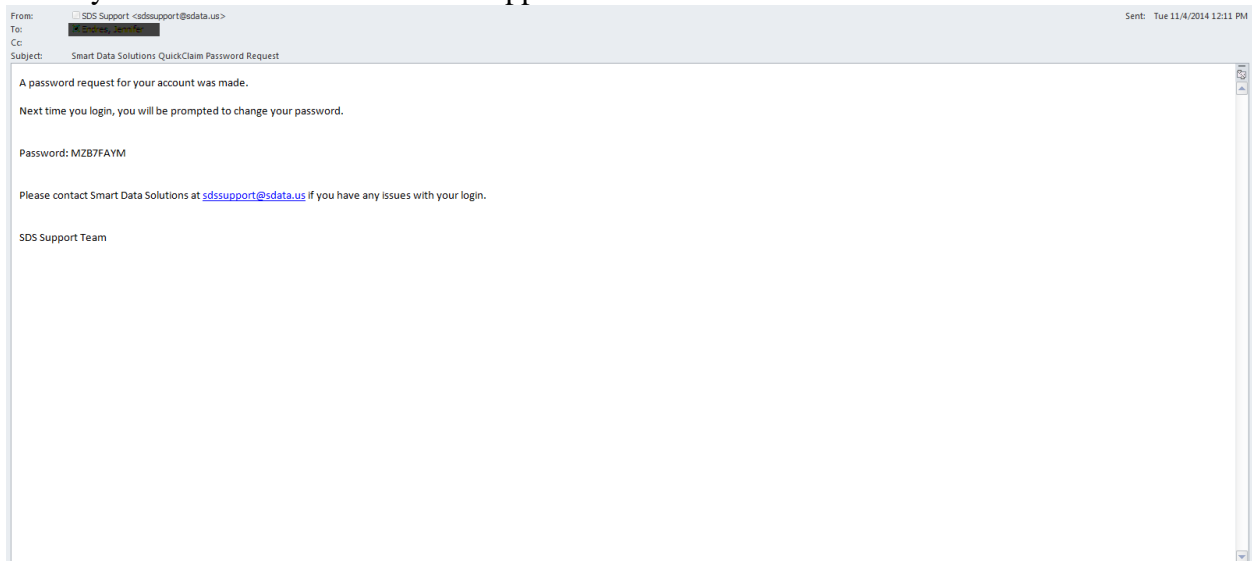
Request Password

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Password was sent via email. Please check junk mail if email is not in your Inbox.



Email you should receive from SDS support



Enter your username and password that you received from the email.  
Click Login



**Confirmation Reports Portal** Login

Welcome!

Please enter your userid and password to access the Confirmation Reports Portal.

Password sent to account e-mail address

User Id: dhp-jendres

Password: [masked]

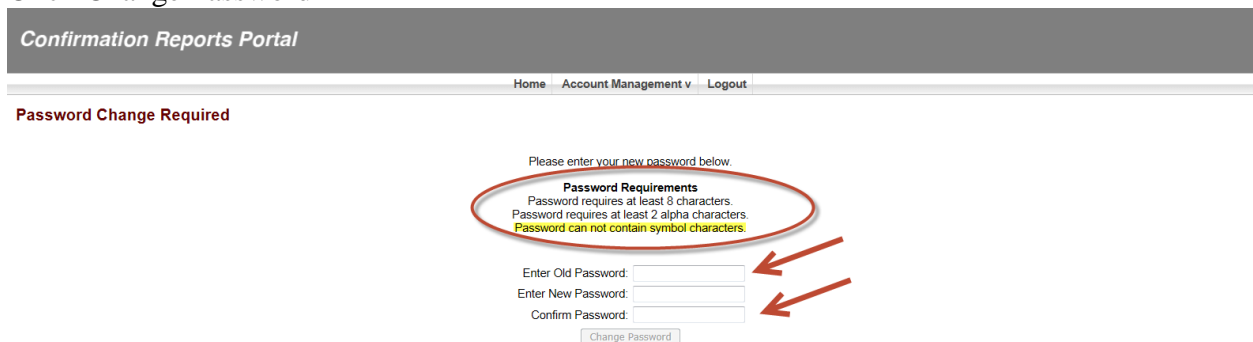
login

[Retrieve Lost Password](#)

[Registration](#)

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Enter the password you received in the email and create a new password please make sure you DO NOT use any special/symbol characters.  
Click Change Password



**Confirmation Reports Portal**

Home Account Management v Logout

**Password Change Required**

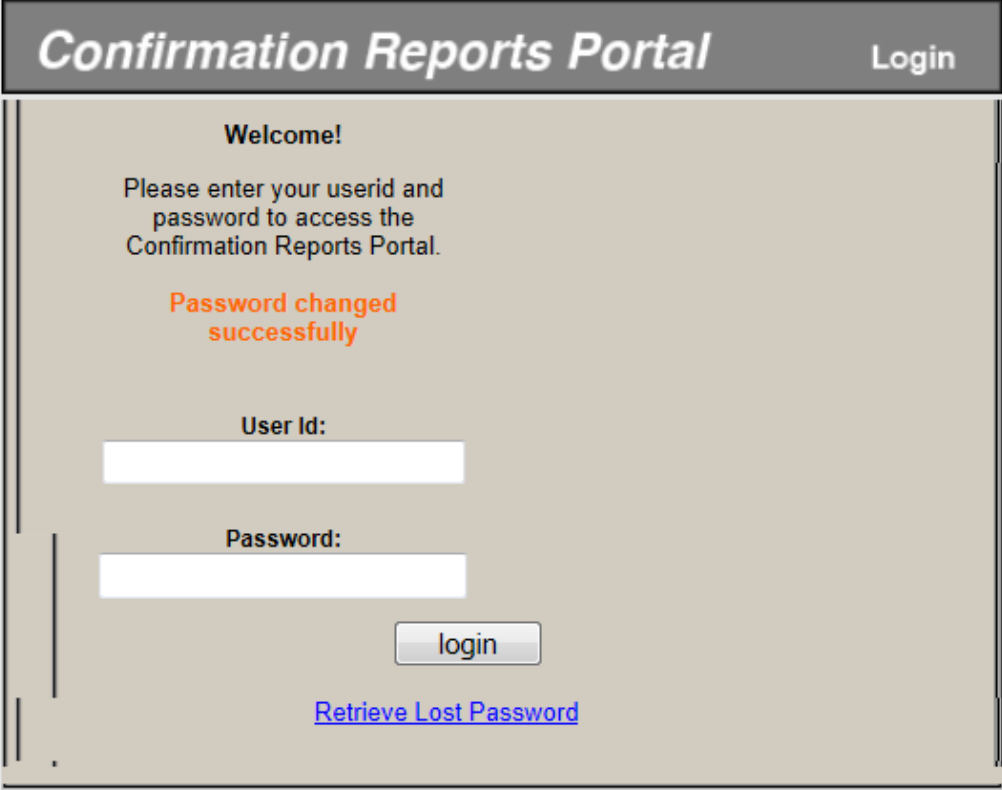
Please enter your new password below.

**Password Requirements**  
Password requires at least 8 characters.  
Password requires at least 2 alpha characters.  
Password can not contain symbol characters.

Enter Old Password: [input]  
Enter New Password: [input]  
Confirm Password: [input]

Change Password

Enter username and your NEWLY created password  
Click Log in



**Confirmation Reports Portal** Login

Welcome!

Please enter your userid and password to access the Confirmation Reports Portal.

**Password changed successfully**

User Id:

Password:

login

[Retrieve Lost Password](#)

[Registration](#)

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## CONTACT INFORMATION:

If you have any questions, please contact your provider services representative.