

Steps to obtain Social Service Servicing Only ProvideOne (SSSOP) ID Report from ProviderOne Caregiver Employees Rostered to Billing Provider Domain

- 1: Log in to Provider Portal. Select **Manage Provider Information**.
- 2: In the next window, go to **Step 14: Servicing Provider Information** and click the blue hyperlink (NOT the checkbox).
- 3: In the next window, scroll to the Social Service Servicing Provider section (2nd section on this page), select the **Filter By:** menu option and select **SSN**. Add % (percent sign) to the search criteria box. This will add the last four of the rostered employee's SSN to the report. In the next **Filter By:** menu option, select **Date of Birth** and then add the date **01/01/1900** to the first box and **12/31/2999** to the second box. This will add the employee's Date of Birth to the report. Then Click **Go** to run the report.
- 4: Scroll to bottom of page and click the **Save to Xls** button. Follow onscreen steps to save this Excel workbook for your use.

1

ProviderOne My Inbox

Provider Portal

ProviderOne Id/NPI : [REDACTED]

Online Services

Payments

View Payment

Provider

Provider Inquiry

Manage Provider Information

Initiate New Enrollment

Track Application

Provider File Upload

Admin

Change Password

Maintain Users

Social Services Authorization and Billing

2

View/Update Provider Data - Facility/Agency/Organization/Institution

Business Process Wizard - Provider Data Modification (Facility/Agency/Organization/Institution)

Step

- Step 1: Basic Information
- Step 2: Locations
- Step 3: Specializations
- Step 4: Ownership & Managing/Controlling Interest details
- Step 5: Licenses and Certifications
- Step 6: Training and Education
- Step 7: Identifiers
- Step 8: Contract Details
- Step 9: Federal Tax Details
- Step 10: EDI Submission Method
- Step 11: EDI Billing Software Details
- Step 12: EDI Submitter Details
- Step 13: EDI Contact Information
- Step 14: Servicing Provider Information**
- Step 15: Payment and Remittance Details
- Step 16: Submit Modification for Review

3

Social Service Servicing Only Provider

Add Approve Reject Inactivate

SSN % [REDACTED] And Date of Birth 01/01/1900 12/31/2999

And Operational Status: Active Go

Save Filter My Filters

4

ProviderOne ID	SS Serv Only Provider Name	SS Servicing Only Provider NPI	Start Date	End Date	Status	Operational Status	Inactivation Date	SS Billing Location Code	SS Billing Location Name	SS Servicing Location Code	SS Servicing Location Name	Date of birth	SSN

SaveToXLS