

# Innovative

The logo for 'Innovative' features a stylized graphic between the 'n' and 'o' of the word. It consists of two overlapping, curved lines: a purple one on top and a blue one on the bottom, both curving from left to right.

Management Systems

Provider Tutorial  
User Additions



- Go to the website: <https://quickcap.imsmsso.com/imsmsso/general/index.php>
- Enter the Username and Password credentials provided, and click on the LOGIN Button.

## TERMS OF USE

Active From: 07-10-2014

Version: 1.0.3.5

### TERMS OF USE OF SAMPLE MEDICAL GROUP., WEBSITE

1. **BINDING EFFECT.** This is a binding agreement. By using the Internet site located at <https://www.YourWebsiteURL.com> (the "Site") or any services provided in connection with the Site (the "Service"), you agree to abide by these Terms of Use, as they may be amended by Sample Medical Group. ("Company") from time to time in its sole discretion. Company will post a notice on the Site any time these Terms of Use have been changed or otherwise updated. It is your responsibility to review these Terms of Use periodically, and if at any time you find these Terms of Use unacceptable, you must immediately leave the Site and cease all use of the Service and the Site. **YOU AGREE THAT BY USING THE SERVICE YOU REPRESENT THAT YOU ARE AT LEAST 18 YEARS OLD AND THAT YOU ARE LEGALLY ABLE TO ENTER INTO THIS AGREEMENT.**

2. **PRIVACY POLICIES.** Company respects your privacy and permits you to control the treatment of your personal information. A complete statement of Company's current privacy policy can be found [by clicking here](#). Its Notice of Privacy Practices under the Health Information Portability and Accountability Act of 1996 can be found [by clicking here](#). Company's privacy policy and HIPAA Notice of Privacy Practices are expressly incorporated into this

I agree  disagree

- Please read the Terms of Use and once you have finished click the button labeled "I agree" to continue.

**Profile & Change Password**

Username: TESTADMIN1

\*New Password:  \*Password must be at least 8 character(s) and includes at least 1 alphabet(s) (A-Z / a-z), 2 number(s) (0-9), 1 special character(s) (e.g.-;+ =\_.,&@:?!()\$#]+)

\*Confirm Password:

\*Email:  \*Your forgotten password will be sent to this email address upon request.

Alternate Email:

- During the first Login you will be prompted to create a new, unique password.
- Please note the password must be 8 characters long and include 2 numbers and 1 special character.
- You will be prompted to change your password every 90 days.

➤ To add staff to the system, select the Security Module from the menu on the left. Then select "User."

The screenshot displays the QuickCap v7.0 user management interface. On the left sidebar, the 'Security' and 'User' menu items are highlighted with red boxes. The main content area is titled 'User' and features an 'Add - User' form. The form includes fields for 'User Name', 'Email', 'Password', 'Confirm Password', 'Name', and 'Timezone'. A note specifies that the password must be at least 8 characters and include at least 1 alphabet, 2 numbers, and 1 special character. Below the form are tabs for 'Organization', 'Organization Group', 'Provider', 'Provider Group', and 'Health Plan'. A 'Manage Role' section with a 'Role' field and a 'Save' button is also visible. The top navigation bar includes the QuickCap logo, IMS logo, and user information for 'TEST ADMIN 1'. The footer contains copyright information for QuickCap v7.0 by Med'vision and CPT® 2020 American Medical Association.

- Complete the required fields, indicated by the asterisk ( \* ).
- Please note the Email field does not have an asterisk but is required.

**Add - User**

\*User Name:  \*Name:

Email:  \*Timezone:

\*Password:  \*Password must be at least 8 character(s) and includes at least 1 alphabet(s) (A-Z / a-z), 2 number(s) (0-9), 1 special character(s) (e.g. -; += \_ , & @ : ? ! ( ) \$ # + )

\*Confirm Password:

\*Access Rights:

Organization   Organization Group   Provider   Provider Group   Health Plan

<input type="checkbox"/>	Organization
<input type="checkbox"/>	JACK SPARROW DOCTORS SERVICE

Status:

**Manage Role**

\*Role:

\*Access Rights:

Organization Organization Group Provider Provider Group Health Plan

Organization

JACK SPARROW DOCTORS SERVICE

Status: Active

\*Access Rights:

Organization Organization Group Provider Provider Group Health Plan

Provider

TONY STARK

MISTER ACUPUNCTURE

JACK SPARROW

DARTH VADER

SKY WALKER

Status: Active

\*Access Rights:

Organization Organization Group Provider Provider Group Health Plan

Health Plan

BRAND NEW DAY

test

Status: Active

- Use the Tabs in the “Access Rights” section to determine staff permissions.
- Check the boxes to assign Organizations, Providers, or Health Plans.
- In the example on the left, please note 3 Providers have been selected, but the Organization and Health Plans have not.
  - This means this staff member will have access to the selected Providers regardless of the other categories.
  - This can be helpful to group access based on other criteria, such as different offices or specialties.

**Manage Role**

\*Role:

**Manage User Role(s)**

Show:  row(s) Role: All

<input type="checkbox"/>	Role Name	Note
<input type="checkbox"/>	PORTAL ADMINISTRATOR - PROFESSIONAL	MAIN PORTAL ADMINISTRATOR ACCOUNT FOR PROFESSIONAL CLAIMS. PLEASE ADD ALL SUB CATEGORIES
<input type="checkbox"/>	PORTAL AUTHORIZATIONS	SUB CATEGORY FOR VENDOR / PROVIDER AUTHORIZATION SUBMISSIONS
<input type="checkbox"/>	PORTAL CLAIMS - PROFESSIONAL	SUB CATEGORY FOR VENDOR / PROVIDER PROFESSIONAL CLAIMS SUBMISSIONS
<input checked="" type="checkbox"/>	PORTAL ELIGIBILITY	SUB CATEGORY FOR VENDOR / PROVIDER ELIGIBILITY VERIFICATION
<input type="checkbox"/>	PORTAL PAYMENT INFORMATION	SUB CATEGORY FOR VENDOR / PROVIDER PAYMENT INFORMATION

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- To assign Modules to the Staff click the magnification icon to the right of the “Manage Role” box.
- This will open a new window with the options and descriptions.
- Click as many boxes as you wish to assign to the staff member ( 1 ), click the “Select Role(s)” Box ( 2 ), and click the “Close” box when finished ( 3 ).



**Add - User**

\*User Name:  \*Name:

Email:  \*Timezone:

\*Password:  \*Password must be at least 8 character(s) and includes at least 1 alphabet(s) (A-Z / a-z), 2 number(s) (0-9), 1 special character(s) (e.g. -; += \_.,&@:?!()\$#]+)

\*Confirm Password:

\*Access Rights:

Organization	Organization Group	Provider	Provider Group	Health Plan
<input type="checkbox"/>				Health Plan
<input type="checkbox"/>				BRAND NEW DAY
<input type="checkbox"/>				test

Status:

**Manage Role**

\*Role:

- Note the selected Roles will now appear in the “Roles” box.
- Confirm all fields are correct and click the “Save” button when finished.

**User**

Username:

Show:  row(s) Stat

**Add** **Delete**

<input type="checkbox"/>	Edit		User Name	Name	Role	Change Password
<input type="checkbox"/>		<b>Manage Role</b>	TESTELIG1	ELIGIBILITY TEST USER	PORTAL ELIGIBILITY	Change Password
<input type="checkbox"/>		<b>Manage Role</b>	TESTCLAIM1	CLAIMS TEST USER	PORTAL CLAIMS - PROFESSIONAL	Change Password
<input type="checkbox"/>		<b>Manage Role</b>	TESTAUTH1	AUTHORIZATIONS TEST USER	PORTAL AUTHORIZATIONS	Change Password
<input type="checkbox"/>		<b>Manage Role</b>	TESTPAY1	PAYMENT TEST USER	PORTAL PAYMENT INFORMATION	Change Password

**Update - User**

\*User Name: TESTELIG1

Email:

\*Name:

\*Timezone:

\*Access Rights:

Organization    Organization Group    Provider    Provider Group    Health Plan

Organization

JACK SPARROW DOCTORS SERVICE

Status:

**Manage Role**

\*Role:

**Save** **Advanced Mode**

➤ Repeat this process until all staff have been created and roles assigned.

**Update - User**

\*User Name: TESTELIG1  
Email:

\*Access Rights:

Organization	Organization Group	Provider	Provider Group	Health Plan
<input type="checkbox"/>	Organization			
<input type="checkbox"/>	JACK SPARROW DOCTORS SERVICE			

Manage Role

Status:    
Active  
Inactive  
Blocked

\*Role:

- If a user needs to be disabled later, select “Inactive” or “Blocked” from the Status menu drop down.