

**KMAP GENERAL BULLETIN 18018**

## Provider Enrollment Application Wizard Training

The new Provider Enrollment (PE) Wizard will be available for use on March 12, 2018. This solution will replace the existing online Provider Enrollment application for new provider applications and revalidations.

The PE Wizard is designed to be intelligent and intuitive. It will support enrollment applications for all provider types and specialties recognized by the Kansas Medical Assistance Program (KMAP).

Training opportunities are available for providers in **February** as outlined in the schedule below. All provider training sessions include lab time and will be available onsite at the DXC training facility with some also available through Skype as indicated.

<b>Monday 2/19</b>	8:30 a.m. - 12:00 p.m.	1:00 - 4:30 p.m.
<b>Tuesday 2/20</b>	8:30 a.m. - 12:00 p.m.*	1:00 - 4:30 p.m.*
<b>Wednesday 2/21</b>	8:30 a.m. - 12:00 p.m.*	1:00 - 4:30 p.m.*
<b>Thursday 2/22</b>	8:30 a.m. - 12:00 p.m.*	1:00 - 4:30 p.m.*
<b>Friday 2/23</b>	8:30 a.m. - 12:00 p.m.*	

*\*Available through Skype.*

Providers can register for training on the new PE Wizard using the Learning Management System (LMS) registration process described in the following pages.

**KMAP**

[Kansas Medical Assistance Program](#)

- [Bulletins](#)
- [Manuals](#)
- [Forms](#)

Customer Service

- 1-800-933-6593
- 7:30 a.m. - 5:30 p.m.  
Monday - Friday

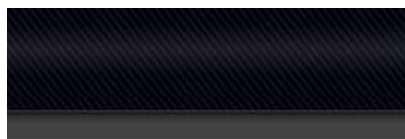
## KMMS Provider Registration Instructions – Learning Management System (LMS)

### Step 1:


Go to <https://lms-ks.myhcplatform.com/> from any Internet connection. At this time, Internet Explorer is the preferred browser for this tool.

### Step 2:

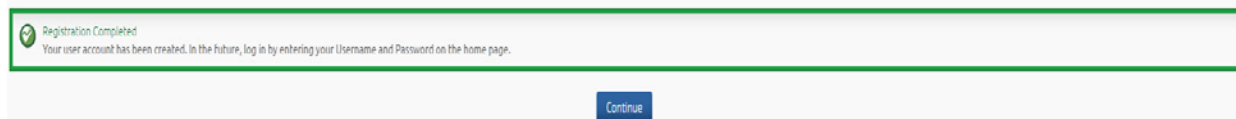
A prompt appears to either log in with your user name and password or to create an account by clicking [register here](#).

A screenshot of the LMS login page. The text reads: "Welcome to the Kansas Account Learning Management System!". Below this, it says "Enter your Username and Password into the form below to login." There are two input fields: "Username:" and "Password (case-sensitive)". A blue "Login" button is below the fields. Below the button, there are three links: "To create an account, register here.", "I forgot my password.", and a "Forgot my password" link. A yellow arrow points to the "register here" link.


### Step 3:

When the form opens, complete the required fields which are marked with an asterisk (\*) and click .

You will receive a notice that your account creation is complete.

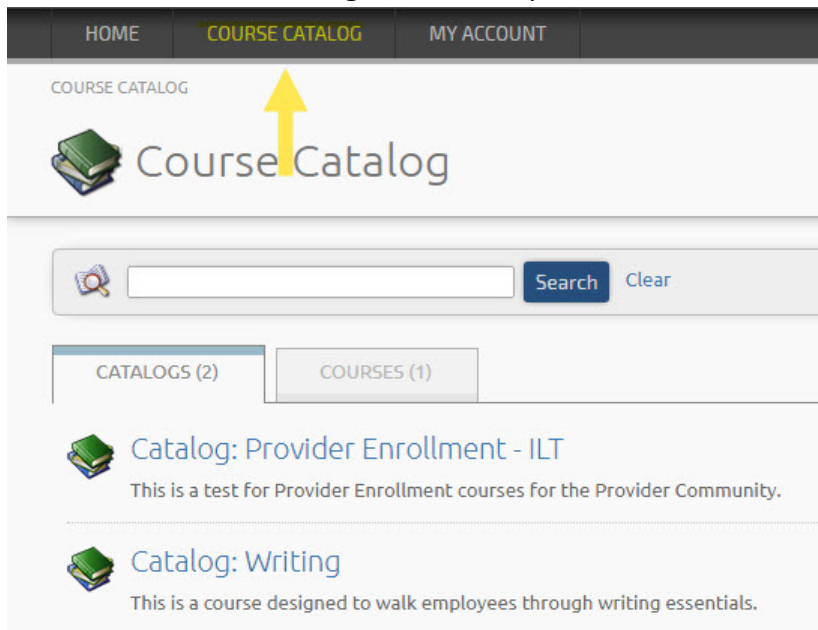


### Step 4:

Choose  and the system will automatically log you in to the LMS Inquisiq.

**Step 5:**

Choose the **Course Catalog** tab at the top.



The screenshot shows the top navigation bar with three tabs: HOME, COURSE CATALOG (highlighted in yellow), and MY ACCOUNT. Below the navigation bar, the text "COURSE CATALOG" is displayed above a logo of a stack of books and the text "Course Catalog". A yellow arrow points from the "COURSE CATALOG" tab to the "Course Catalog" text. Below the logo is a search bar with a magnifying glass icon, a text input field, a "Search" button, and a "Clear" link. Underneath the search bar are two tabs: "CATALOGS (2)" (active) and "COURSES (1)". Two course listings are shown, each with a book icon, a title, and a description:

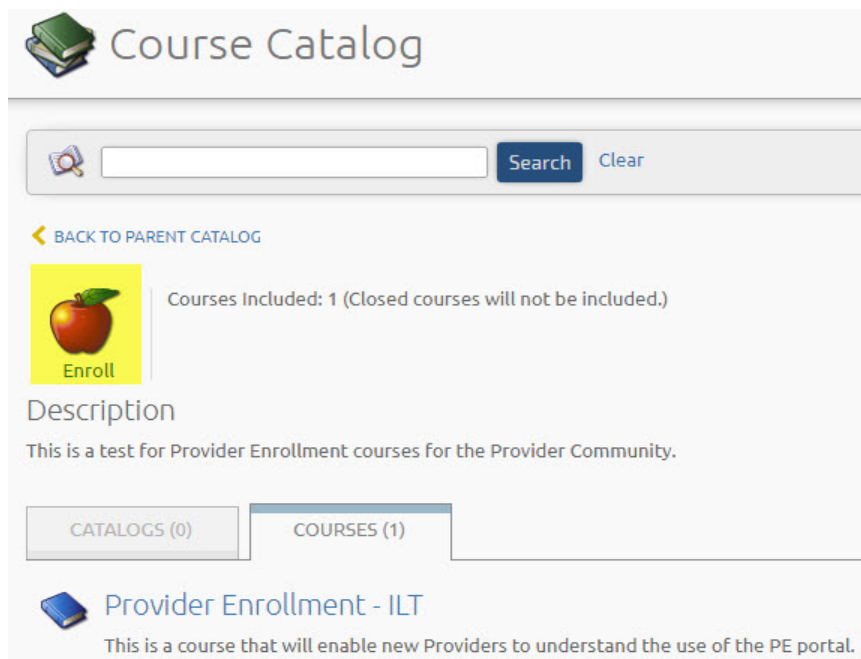
- Catalog: Provider Enrollment - ILT**  
This is a test for Provider Enrollment courses for the Provider Community.
- Catalog: Writing**  
This is a course designed to walk employees through writing essentials.

**Step 6:**

Choose **Catalog: Provider Enrollment - ILT** or the appropriate course based on the title and schedule.

**Step 7:**

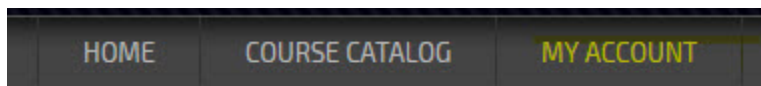
Click **Enroll** (with the picture of an apple) once.




The screenshot shows the "Course Catalog" page with the "Enroll" button highlighted. The "Enroll" button is a yellow square with a red apple icon and the word "Enroll" below it. The text "Courses Included: 1 (Closed courses will not be included.)" is displayed above the button. Below the button is the "Description" section, which contains the text "This is a test for Provider Enrollment courses for the Provider Community." At the bottom of the page, there are two tabs: "CATALOGS (0)" and "COURSES (1)". Below the tabs is a course listing for "Provider Enrollment - ILT" with a book icon and the description "This is a course that will enable new Providers to understand the use of the PE portal."

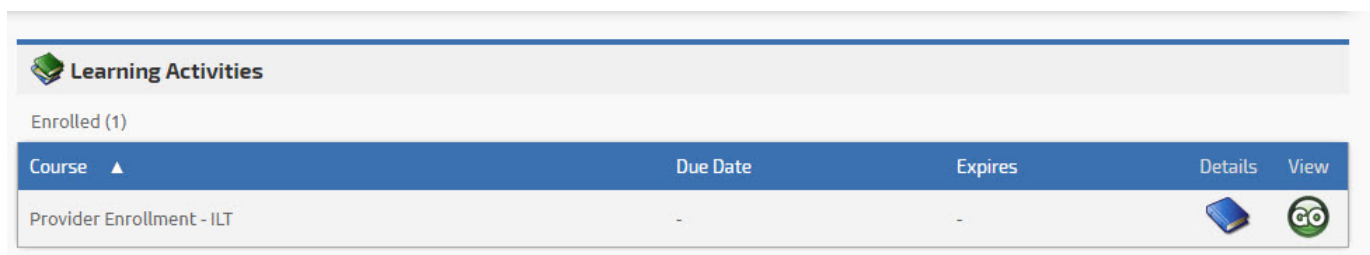
Step 8:

Go to the **My Account** tab.



Step 9:

Under **Learning Activities**, find the applicable course and click .



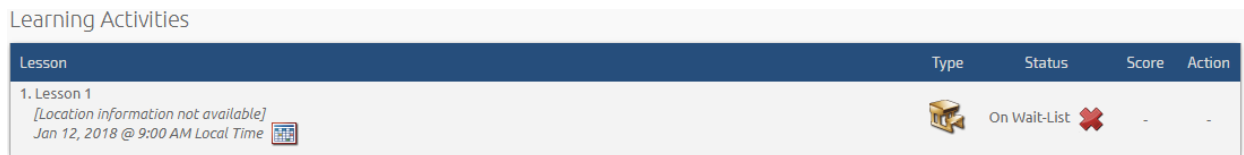
You will receive an alert that the course requires enrollment (which actually is choosing the time and date you want to be enrolled for the course).

Step 10:

Click the  icon next to the lesson to select a session to attend.

Choose the date and time you wish to attend by selecting the radio button for that session. If you choose a session that is full, you will be placed on a waiting list for that session. Under **Learning Activities**, there will be a note under **Status** stating “On Wait-List”.





Once a spot opens for the session requested, an email will be sent that you are confirmed for that session and should attend.



If you are successfully enrolled, it will show the date and time of the enrollment under **Learning Activities** and under **Status** will be “Enrolled”.

## KMMS Provider Registration Instructions – Learning Management System (LMS)

### Learning Activities

Lesson	Type	Status	Score	Action
1. Enrollment for the Course <i>Topeka, Kansas</i> <i>Feb 19, 2018 @ 8:00 AM Local Time</i> 		Enrolled	-	-
2. Sample Assessment		Not Attempted	-	

If any adjustment is needed to your registration, you will need to email [kmms.training@hpe.com](mailto:kmms.training@hpe.com).