

Portal Admin and Billing Contact Information

This training identifies what abilities a portal admin and billing contact have.

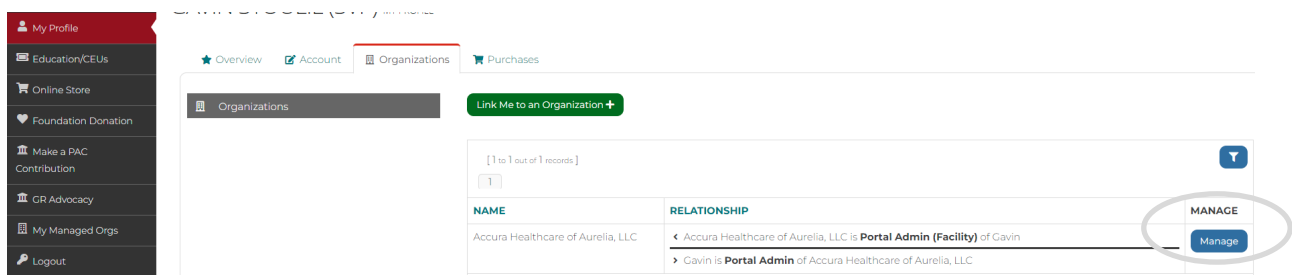
If you have portal admin or billing contact rights, you can oversee your organization. You can add/remove individuals from your organization, printing/paying for open invoices and print staff CEUs.

First, visit <https://members.iowahealthcare.org/> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



Organization Profile – you can review the organization information that appears on the website, used for billing membership and pay/print invoices.

Under **“My Profile,”** select the **“Organization”** tab and click on the **“Manage”** button.



Here you have access to the organization profile.

- Under the “**Overview**” tab you can update the organization’s primary email, website link and make a payment (see how to pay an invoice).
- Under the “**Account**” tab you can review organization information such as county, district and bed types. The additional info tab is for associate members. This shows what services the associate member is identified under on the website vendor finder.

The screenshot shows a navigation bar with four tabs: 'Overview' (with a star icon), 'Account' (with a pencil icon), 'Individuals' (with a person icon), and 'Purchases' (with a shopping cart icon). The 'Overview' and 'Account' tabs are circled in red. Below the navigation bar, there are two main sections. The left section has two sub-tabs: 'Organization Info' (with a document icon) and 'Additional Info' (with a folder icon). The right section has a 'Services' sub-tab (with a gear icon) and a table. The table has a header row with a search icon, a page indicator '[1 to 1 out of 1 records]', and a page number '1'. Below the header is a column header 'NAME ▲'. The table contains one row with the text 'Contract Therapy Services' and a page number '1' at the bottom.

Under the “**Individuals**” tab, a list of employees will appear. When you click on the “**Manage**” button, you will be taken into the individual’s account.

ACCURA HEALTHCARE OF AURELIA, LLC MY ORGANIZATION

★ Overview Account **Individuals** Purchases

Individuals

[1 to 8 out of 8 records]

NAME	RELATIONSHIP	MANAGE	END RELATIONSHIP
Jessica Greene (Administrator - SNF/AL)	<ul style="list-style-type: none"> ← Jessica is Billing Contact of Accura Healthcare of Aurelia, LLC → Accura Healthcare of Aurelia, LLC is Primary Billing Contact (Facility) of Jessica 	Manage	End Relationship

You can see what committees they serve on with IHCA:

★ Overview Account

Personal Info Contact Info **Committees** Education Credits

Active Committees Inactive Committees

[1 to 2 out of 2 records]

NAME ▲	REPRESENTING	POSITION	START DATE	END DATE
ICAL Quality Improvement		Committee Member	1/1/2019	
IHCA Quality Improvement		Committee Member	1/1/2019	

You can view and print their education credits:

★ Overview ✎ Account

- Personal Info
- Contact Info
- Committees
- Education Credits**

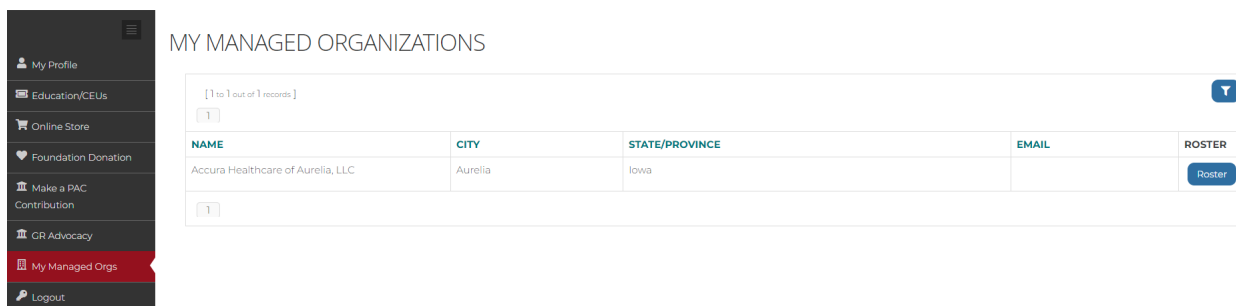
TYPE	DESCRIPTION	NUMBER OF CRE
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Under the **“Purchases”** tab you can view and print invoices under the **“Recent Invoices”** section, see if your payment has been processed under **“Recent Payments”** and see who is registered for an event under the **“Events”** section.

- Recent Invoices**
- Recent Payments
- Events
- Foundation Donations
- Credits
- Payment Options

My Managed Orgs – you can quickly view the staff roster:

If you click on “**My Managed Orgs**” on the lefthand side toolbar, the screen will show you a “**Roster**” button to click on.

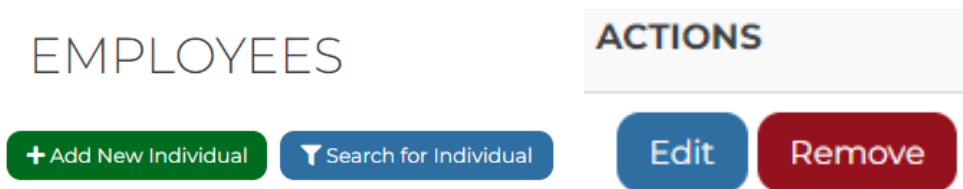


MY MANAGED ORGANIZATIONS

[1 to 1 out of 1 records]

NAME	CITY	STATE/PROVINCE	EMAIL	ROSTER
Accura Healthcare of Aurelia, LLC	Aurelia	Iowa		Roster

Click on the “**Roster**” button and the list of employees, billing contacts and portal admins will appear. From here you are to add, edit and remove individuals from your organization.



EMPLOYEES

ACTIONS

[+ Add New Individual](#) [Search for Individual](#) [Edit](#) [Remove](#)

If you have questions about the Member Portal, please email info@iowahealthcare.org.