

# **Confirmation Reports Portal User Guide**

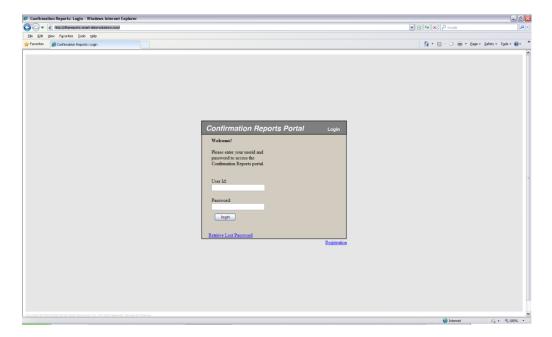
For use with the Confirmation Reports Portal <u>http://dhpreports.smart-data-solutions.com/</u>

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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.

Welcome!	
Please enter your userid and password to access the Confirmation Reports portal.	
communation reports porta.	
User Id:	
Password:	
login	
etrieve Lost Password	

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:

	🔗 Confirmation Reports Portal: Provider Registration - Windows Internet Explorer		_ 2 🛛
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Done	information. Ermail: Street Address (Bo not include citystaticrip): Tax Id : IF : User Id : User Id : Password should be Schartefers, include of least or unber/): Eonfirm Password : submit		=

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:**

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Confirmation Reports Portal			2
	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 ou 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 they filling under the filling under the submission still apply.		
	All paper claims and supporting documentation should be mailed to the address on the back of th ID card	ne -	
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	Confirmation R Code Edit Rati		
		John Search	
	Copyright & 2002-2005 Smart Data Bulutoms, Inn. All rights meaned. Banned by absplications: Consol panel last cached 1959 associate ago		
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Bring your mouse up to "Account Management", a drop down will appear saying "Users," click on users:

Confirmation Reports Portal			
	Home	Account Management	Logout
		Users Submission Mailing vs.	

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

Click "Add User" Confirmation Reports Portal				
	Но	me Account	Management	Logout
Provider Users				
Add User				
User Name	User Id		Email	
NOAH	NOAHTEST			
	goslings			

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

	Home Acco	ount Management Logout	
for			
General		Login Information	
First Name: Last Name: Email: Phone:		User Id: Password: Confirm Password:	

### **VIEWING REPORTS:**

The link will take you to the login page:

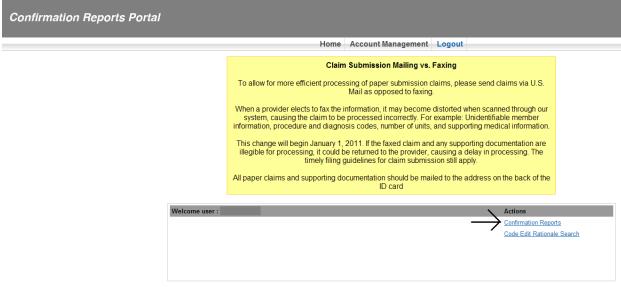
🟉 Confirm	ation Reports: Login - Windows Internet Explorer			_ 🖻 🔀
<b>GO</b> •	http://dhpreports.smart-data-solutions.com/		💌 🗟 😽 🗙 🔎 Google	<b>P</b> -
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		Confirmation Reports Portal       Login         Warcame!       Passe entry your userial and ports ports!         Description Deports Ports!       User Id!         Password!       User Id!         Description Deports Ports!       Description         Retrieve Loss Password!       Retrieve Identional Password!	Ptont G- 1	

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:

Confirmation Reports Portal - Windows Internet Explorer		
C	servlet/g.ididain/action/LogitUser	💌 🔒 🖻 🏘 🗙 🔎 Google 🖉 🔎 -
Ele Edit View Favorites Tools Help		
🚖 Favorites 🍘 Confirmation Reports Portal		🏠 * 🔝 · 🖂 🖶 * Bage * Safety * Tgols * 😝 *
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: Undertifiable 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.	
New	All paper claims and supporting documentation should be mailed to the address on the back of the ID card me user : dhp-skramer Actions	
2006C	me user : droj-solanter Confermation Reports Code Edit Rationale Searc	b
	Copyright & 2020 2008 Smart Date Solutions, Inc. All rights reserved. Served by subputdatal-IN. Control panel fast carted 109 accords ago.	
Done		🕥 Internet 🌾 • 🐔 100% • .

#### Click on Confirmation Reports:



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

leport Date			Confirmation Reports: From:	Submit		
	Provider Name	File Nam	1e	Download Count	A	ctions
0/26/2009	HEALTHCARE	39-	-20091026	0	Download PDF	Download CSV
0/27/2009	HEALTHCARE	39-	-20091027	0	Download PDF	Download CSV
0/28/2009	HEALTHCARE	39-	20091028	0	Download PDF	Download CSV
0/29/2009	HEALTHCARE	39-	-20091029	0	Download PDF	Download CSV
0/30/2009	HEALTHCARE	39-	20091030	0	Download PDF	Download CSV
1/02/2009	HEALTHCARE	39-	-20091102	0	Download PDF	Download CSV
1/03/2009	HEALTHCARE	39-	-20091103	0	Download PDF	Download CSV
1/04/2009	HEALTHCARE	39-	-20091104	0	Download PDF	Download CSV
1/05/2009	HEALTHCARE	39-	-20091105	0	Download PDF	Download CSV
1/06/2009	HEALTHCARE	39-	-20091106	0	Download PDF	Download CSV
1/09/2009	HEALTHCARE	39-	-20091109	0	Download PDF	Download CSV
1/10/2009	HEALTHCARE	39-	-20091110	0	Download PDF	Download CSV
1/11/2009	HEALTHCARE	39-	-20091111	0	Download PDF	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:	D: Submit
	Download

### **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	

Enter username and email address. Click on Request Password

Confirm	nation Reports Portal	Login
associated	enter your userid and e-mail d with your account to have your password sent to you.	
	User Id:	
	E-mail:	
	Request Password	

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

Welcome!		
Please enter your userid and	d	
password to access the Confirmation Reports Portal.	l.	
Password sent to account e	e-	
mail address		
User Id:		
Password:		
	login	
Retrieve Lo	ost Password	
<u>Redieve Lo</u>	<u>USET assword</u>	

#### Email you should receive from SDS support

Free: OSS Skyport deducator (#dedata.us> Te: dedata.us>	Sent: Tue 11/4/2014 12:11 PM
Cc Subject: Smart Data Solutions QuickClaim Password Request	
A password request for your account was made.	5 1 1
Next time you login, you will be prompted to change your password.	
Password: MZB7FAYM	
Please contact Smart Data Solutions at <u>sdssupport@sdata.us</u> if you have any issues with your login.	
SDS Support Team	
	V

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



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



Enter username and your NEWLY created password Click Log in

Welcome!	
Please enter your userid and password to access the Confirmation Reports Portal.	
Password changed successfully	
User Id:	
Password:	
login	
Retrieve Lost Password	

# **CONTACT INFORMATION:**

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