

North Dakota Department of Human Services

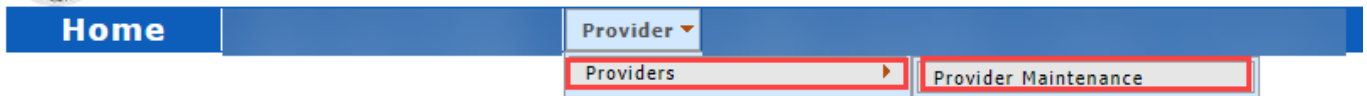
How To: Update Contact Info in the [MMIS Web Portal](#)

Contact your [Organization Administrator](#) for that Medicaid record to make sure you have the access needed to update the record. Please note that contact updates are only needed on billing records.

1. Open Provider > Providers > Provider Maintenance



North Dakota MMIS Web Portal



2. Add New Contact

- a. On the Name/Address Page, in the Service Location Address and Contact section, click "Add Contact Person"

Please enter:

- i. Last Name
 - ii. First Name
 - iii. Phone #
 - iv. E-mail
- b. Click the little save to close the field
 - c. Click the big save on the top right of the page to fully save
 - d. make sure it says it saved successfully on the top left of the page (in small red writing)

Service Location Address and Contact

Show Voids

Address [Add Address](#)

Begin Date	End Date	Address Type	Street Address	City	State	Zip Code	Void Date
	12/31/9999	S-Service					
	06/25/2018	S-Service					

1 - 2 of 2

Location Numbers [Add Numbers](#)

Phone Type	Contact Number
W-Work	

1 - 1 of 1

Location Contact Person(s) [Add Contact Person](#)

Last Name	First Name	Phone #	Ext.	Fax #	Position	Cell Phone #	E-mail

1 - 1 of 1

Add Contact [Save](#) [Reset](#) [Cancel](#)

*Last Name	*First Name	Middle Initial	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Phone # Ext	Cell Phone #	Fax #	E-mail
<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Home

Provider Maintenance - Name and Address Print | Help - □

* Required Field **Save** | Cancel

Maintenance Demographic



Home

Provider Maintenance - Name and Address

* Required Field

System successfully saved the Information.

Maintenance

3. **Edit Old Contact**

- a. Click on the Last Name of the old contact
- b. Add "NLH" before the last name (leave the last name in the field, just add "NLH" before it)
Example: John Doe. Last name Doe, change to NLH Doe
Note: NLH=No Longer Here
- c. Click the little save to close the field
- d. Click the big save on the top right of the page
Note: Please leave the old contact in the record with "No Longer Here" added to the last name so we can retain historical information on the record but will no longer use that old contact's information.

Organization Administrator

To log in and utilize your record in the online web portal (MMIS), your authorized staff must have an account ID and password. These accounts are created by one or more individuals in your organization designated as the Organization Administrator. Each Medicaid provider must identify at least one Organization Administrator to self-manage your staff members' access to ND Health Enterprise MMIS. The Department strongly encourages all providers to establish, at a minimum, one primary and one back-up Organization Administrator.

The Organization Administrator can be created when completing the online application. If not created during the application, you can create one after enrollment by following the steps in the [Web Access Registration](#) section of the Provider Enrollment FAQ.

[Establishing an Organization Administrator](#)

[Managing Provider User Security](#)