



Menu Item # 1 – Staff Functions Menu

Staff Functions Menu

-   1. [Staff Information](#)
-   2. [Change CMHC/BUI Password](#)
-   3. [View Staff Documents](#)
-   4. [Import Staff Documents](#)
-   5. [Get SMC Staff Contact List to Print](#)
-   6. [Display Planned Events](#)

The staff functions menu allows providers to maintain information that Smoky needs for each of your staff who have access to BUI, including billing ID numbers. When you click on it, it then prompts you for a staff ID. At this point you could enter the staff ID or click the question mark (?) to get an alphabetical listing. If you click the question mark, you can begin typing (last name, space, first name) to find your staff. A complete listing of your staff is available in item #16 management reporting. If you find that staff are not in there, email a list to the SMC Helpdesk in order to get them added. You will be unable to bill their services until you have them added.

Below is what the screen looks like. You can enter title, phone number, work location and billing numbers. We recommend each staff make sure this screen is current. Some applications in BUI will automatically pull this information into other screens in order to save you time so it helps to have this screen completed. When updated, simply click on Submit at the bottom.

STAFF ID: 3661 RICK SHOESTOCK
 Designated Trainer?: Yes No
 TITLE: BUI MASTER
 PHONE NUMBER: (828) 586-5501 Please use format (828)-586-5501
 EMAIL ADDRESS: shoestock@smokymountaincenter.com
 PROVIDER: www.meridianbhs.com
 99377 MERIDIAN BEHAVIORAL HEALTH SERV SYLVA 828-586-5501
 auth.outcome@meridianbhs.org
 Work Location County: 050 JACKSON COUNTY
 NPI NUMBER: 1234567890
 Medicaid Provider Enrolled #: 1234567890
 IPRS Attending Provider #: SM00001 SMOKY MOUNTAIN CENTE
 Taxonomy #: 1234567890
 Service Facility Location: 1790800225 SMOKY MOUNTAIN CENTE91 TIMBE
 Group NPI Number: 8765432109
 Script STAFINFO2 By Rick Shoestock 6/07

Submit Cancel

File Dial Call Workgroup Enter a name or number