

# Menu Item #15 – Provider Security Officer

## ◀◀ PROVIDER ACCESS 855

1. [Staff Functions Menu](#)
2. [STR Menu](#)
- 📖 ? 3. [Services by Location Details](#)
- 📖 ? 4. [Update Provider Information](#)
5. [Service Authorization Menu](#)
7. [Claims Menu 863](#)
- 📖 ? 8. [Integrated Service Notes Display](#)
- 📖 ? 9. [Inpatient Tracking Display](#)
10. [Document Import and Viewing](#)
- 📖 ? 11. [Admissions and Discharges](#)
- 📖 ? 12. [Financial Information](#)
- 📖 ? 13. [Slot Management](#)
14. [Assessments Menu](#)
15. [Provider Security Officer Menu](#)
16. [Management Reporting Menu](#)
17. [BUI Captivate Trainings Menu](#)

When you click on Menu Item # 15 you see the following sub-menu:

## ◀◀ Provider Security Officer Menu 870

- 📖 ? 1. [Staff Information Screen](#)
- 📖 ? 2. [Help Request Screen](#)
- 📖 ? 3. [Print Staff List Report for Provider](#)

# Sub Menu Item # 1- Staff Information Screen

This screen prompts you to enter the staff ID number or name, the next screen below allows the security officer to update staff information.

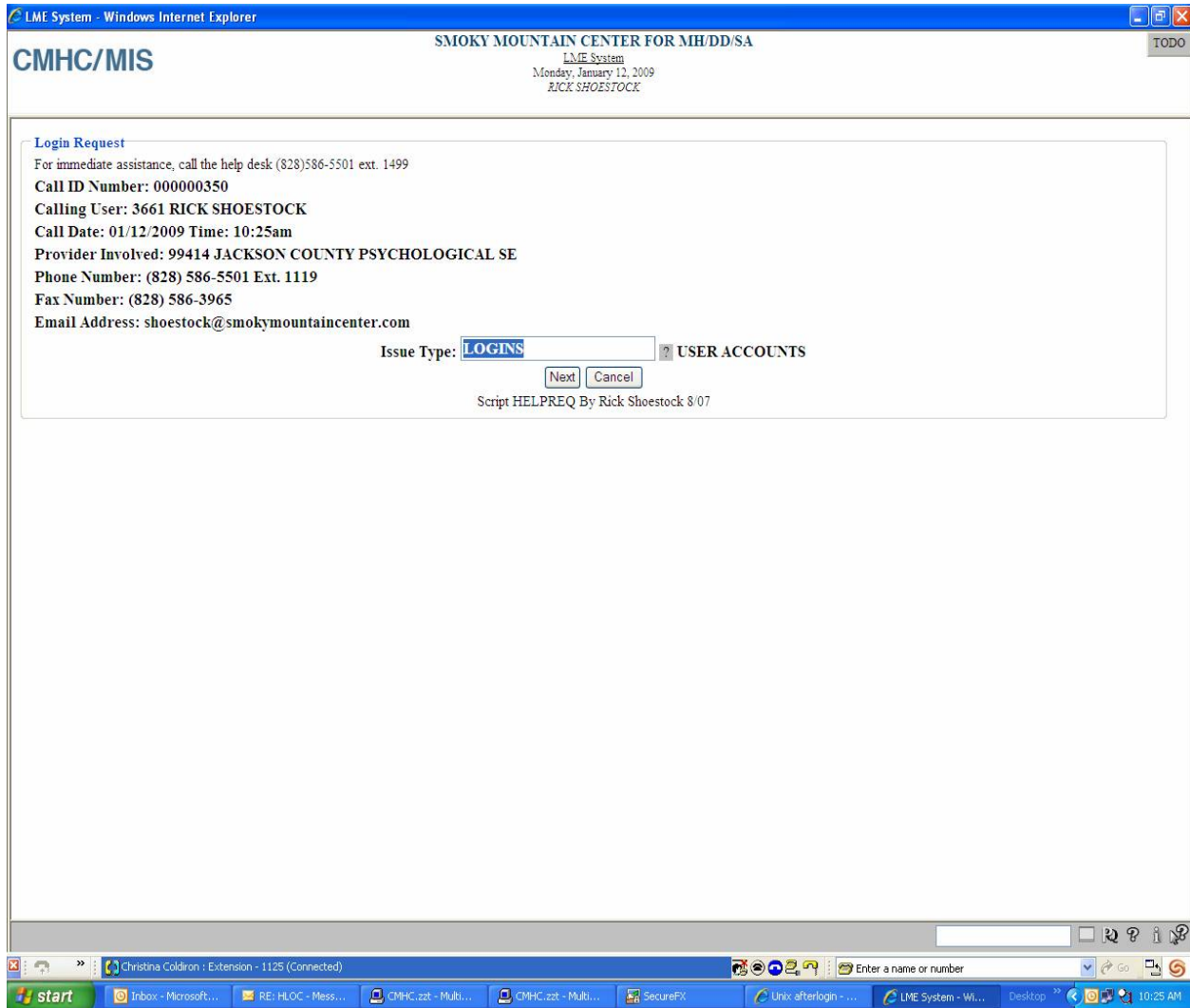
The screenshot shows a web browser window titled "LME System - Windows Internet Explorer". The address bar contains a long URL. The page header includes "CMHC/MIS" on the left and "SMOKY MOUNTAIN CENTER FOR MH/DD/SA" in the center, with "LME System" and the date "Monday, January 12, 2009" below it. A "TODO" button is in the top right corner. The main content area displays the following information and form fields:

- STAFF ID: 3652 CHRISTINA COLDIRON
- Designated Trainer?:  Yes  No
- TITLE:
- PHONE NUMBER:  Please use format (828)-586-5501
- FAX NUMBER:  Please use format (828)-586-5501
- EMAIL ADDRESS:
- PROVIDER: 99414 JACKSON COUNTY PSYCHOLOGICAL SE SYLVA 828-926-4613 mharris@jcpsmail.org
- Work Location County:  ? JACKSON COUNTY
- NPI NUMBER:
- Medicaid Provider Enrolled #:
- IPRS Attending Provider #:  ?
- Taxonomy #:
- Service Facility Location:  ?
- Group NPI Number:

At the bottom of the form area, there is an "Update Time Screen" button and the text "Script STAFINFO2 By Rick Shoestock 6/07". Below the form area, there are "Submit" and "Cancel" buttons. The browser's status bar shows "Done" and the Windows taskbar at the bottom displays several open applications and the system clock at 10:21 AM.

## Sub Menu Item # 2 – Help Request Screen

This screen allows security officers to request, add or update staff login information and submit it to the SMC Helpdesk without having to call in to request.



The screenshot shows a web browser window titled "LME System - Windows Internet Explorer". The page header includes "CMHC/MIS" on the left and "SMOKY MOUNTAIN CENTER FOR MH/DD/SA" in the center, with "LME System" and "Monday, January 12, 2009" below it. A "TODO" button is in the top right corner. The main content area is titled "Login Request" and contains the following text: "For immediate assistance, call the help desk (828)586-5501 ext. 1499", "Call ID Number: 00000350", "Calling User: 3661 RICK SHOESTOCK", "Call Date: 01/12/2009 Time: 10:25am", "Provider Involved: 99414 JACKSON COUNTY PSYCHOLOGICAL SE", "Phone Number: (828) 586-5501 Ext. 1119", "Fax Number: (828) 586-3965", and "Email Address: shoestock@smokymountaincenter.com". Below this text is a form with "Issue Type:" followed by a dropdown menu showing "LOGINS" and "USER ACCOUNTS". There are "Next" and "Cancel" buttons below the dropdown. At the bottom of the form, it says "Script HELPREQ By Rick Shoestock 8/07". The browser's address bar shows "Enter a name or number" and the taskbar at the bottom displays various open applications and the system clock showing 10:25 AM on 1/12/2009.

Security Officers would fill out the following screen to complete the request:

LME System - Windows Internet Explorer


SMOKEY MOUNTAIN CENTER FOR MH/DD/SA

LME System  
Thursday, March 18, 2010  
RICK SHOESTOCK

CMHC/MIS

TODO

**Login Request**  
For immediate assistance, call the help desk (828)586-5501 ext. 1499

 SMC Helpdesk - Provider User Setup Form

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Provider Information

Organization Number: 99015      Organization Name: CNC ACCESS dba ResCare HomeCare

Effective Date:       Type of Change:

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Security Representative Information

Security Rep's Name: RICK SHOESTOCK      Contact Email Address: shoestock@smokymountaincenter.com      Contact Fax Number: (828) 586-3965

Staff User	Staff User's Name (First and Last):	Staff User's Email Address:	Phone #	Type of Security Access:
#1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional instructions or special info:

Script HELPREQ By Rick Shoestock 8/07

start Deleted Items - ... 1119 - ShoreTel ... Track-It! Techni... 2 Internet Exp... CMHC.zzt - Multi... NoteTab Light - ... SecureFX Desktop 34 3:33 PM