Provider Enrollment Application Wizard Training

The new Provider Enrollment (PE) Wizard will be available for use on March 12, 2018. This solution will replace the existing online Provider Enrollment application for new provider applications and revalidations.

The PE Wizard is designed to be intelligent and intuitive. It will support enrollment applications for all provider types and specialties recognized by the Kansas Medical Assistance Program (KMAP).

Training opportunities are available for providers in February as outlined in the schedule below. All provider training sessions include lab time and will be available onsite at the DXC training facility with some also available through Skype as indicated.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday 2/19</td>
<td>8:30 a.m. - 12:00 p.m.</td>
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<tr>
<td>Tuesday 2/20</td>
<td>8:30 a.m. - 12:00 p.m.*</td>
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<tr>
<td>Wednesday 2/21</td>
<td>8:30 a.m. - 12:00 p.m.*</td>
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<td>Thursday 2/22</td>
<td>8:30 a.m. - 12:00 p.m.*</td>
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<tr>
<td>Friday 2/23</td>
<td>8:30 a.m. - 12:00 p.m.*</td>
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*Available through Skype.

Providers can register for training on the new PE Wizard using the Learning Management System (LMS) registration process described in the following pages.
Step 1:
Go to https://lms-ks.myhcplatform.com/ from any Internet connection. At this time, Internet Explorer is the preferred browser for this tool.

Step 2:
A prompt appears to either log in with your user name and password or to create an account by clicking register here.

Step 3:
When the form opens, complete the required fields which are marked with an asterisk (*) and click Create Account.

You will receive a notice that your account creation is complete.

Step 4:
Choose Continue and the system will automatically log you in to the LMS Inquisiq.
KMMS Provider Registration Instructions – Learning Management System (LMS)

Step 5:
Choose the **Course Catalog** tab at the top.

Step 6:
Choose **Catalog: Provider Enrollment - ILT** or the appropriate course based on the title and schedule.

Step 7:
Click **Enroll** (with the picture of an apple) once.
KMMS Provider Registration Instructions – Learning Management System (LMS)

Step 8:

Go to the **My Account** tab.

Step 9:

Under **Learning Activities**, find the applicable course and click.

You will receive an alert that the course requires enrollment (which actually is choosing the time and date you want to be enrolled for the course).

Step 10:

Click the icon next to the lesson to select a session to attend.

Choose the date and time you wish to attend by selecting the radio button for that session. If you choose a session that is full, you will be placed on a waiting list for that session. Under **Learning Activities**, there will be a note under **Status** stating “On Wait-List”.

Once a spot opens for the session requested, an email will be sent that you are confirmed for that session and should attend.

If you are successfully enrolled, it will show the date and time of the enrollment under **Learning Activities** and under **Status** will be “Enrolled”.
If any adjustment is needed to your registration, you will need to email kmms.training@hpe.com.