Service Location Enrollment Requirements

Provider Enrollment Webinar – November 13
A webinar on service location enrollment requirements will be held on Tuesday, November 13, 2018. The session will be offered through Skype from 10:00 to 11:00 a.m.

Staff from the Kansas Department of Health and Environment (KDHE) and DXC Technology, the State’s fiscal agent, will discuss service location enrollment changes. The webinar is available to all providers, associations, and staff that wish to attend.

Registration for the webinar is available on the Learning Management System (LMS). Reference the LMS registration process on the following pages. The course title is “Service Location Enrollment Requirements”.

KMAP General Bulletin 18232
Learning Management System (LMS) - Instructions

Step 1:
Go to [https://lms-ks.myhcplatform.com/](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 create an account by clicking register here. If you have previously registered, just enter your user name and password and proceed to Step 5. If you have not registered on the LMS previously, continue to Step 3.

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.
Follow these steps to complete the enrollment process:

**Step 5:**
Choose the **COURSE CATALOG** tab at the top.

<table>
<thead>
<tr>
<th>COURSE CATALOG</th>
<th>COURSES</th>
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<tbody>
<tr>
<td>Catalog: Courses for Review</td>
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<tr>
<td>Catalog: Customer Relationship Management</td>
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<tr>
<td>Catalog: Finance</td>
<td>Courses related to the KiHS Finance module.</td>
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<tr>
<td>Catalog: KMMS Basics</td>
<td>Basic courses related to the KiHS system.</td>
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<tr>
<td>Catalog: PLUR/PRUM</td>
<td>Review of PLUR/PRUM systems and functionalities.</td>
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<tr>
<td>Catalog: Provider Courses for Employees</td>
<td>Provider enrollment and management courses for internal and external employees.</td>
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<tr>
<td>Catalog: Provider Demo</td>
<td>Demonstration of the Kansas Medicaid changes to the provider enrollment process and requirements for Medicaid managed care and Knox.</td>
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<tr>
<td>Catalog: Provider Enrollment Wizard</td>
<td>This course provides a walk-through of the Provider Enrollment wizard, and includes a discussion of modifications.</td>
</tr>
<tr>
<td>Catalog Service Desk</td>
<td>Includes information for working in Incident Management, Problem Management, Change Management, and Request Management.</td>
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<tr>
<td>Catalog: Service Location Enrollment Requirements</td>
<td>THIS IS A SKYPE ONLY OFFERING Staff from the Kansas Department of Health and Environment (KDHE) and DXC Technology, the State's Fiscal.</td>
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</tbody>
</table>

**Step 6:**
Choose the title and schedule of the applicable course.

**Step 7:**
Click **Enroll** once (on the apple icon or word **Enroll**).
Learning Management System (LMS) - Instructions

Step 8:
Click 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 in 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.

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

If any adjustment is needed to your registration or you need assistance, email kmms.training@dxc.com.