



INTEGRATED CARE MANAGEMENT AND QUALITY IMPROVEMENT

# Registration for Atrezzo Connect Provider Portal



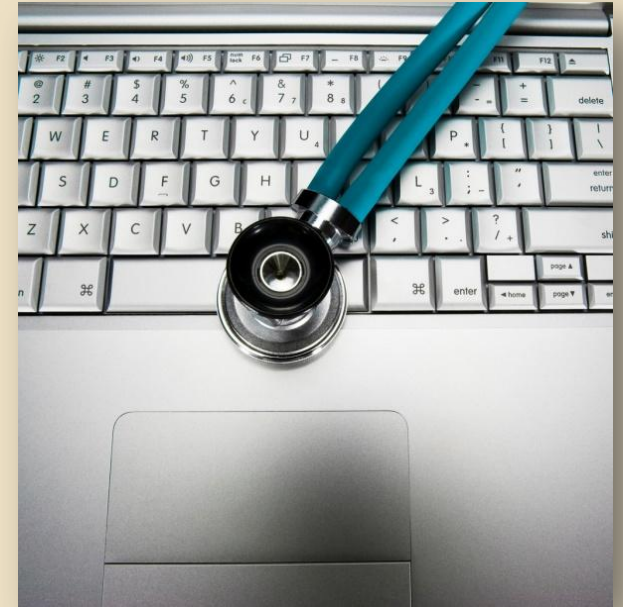
ACCREDITED  
CASE MANAGEMENT



ACCREDITED  
HEALTH UTILIZATION  
MANAGEMENT

# How To Register For Atrezzo Connect

- **Website Address:**  
<https://mhcp.kepro.com>
- **Select “ Atrezzo Login” (Slide 3)**
- **Enter your 10 digit National Provider Identifier (NPI) number and Provider Registration Code (DHS PA# located in MN-ITS mailbox)**
- **Select a unique user name and password & complete required user information**





Thank you for visiting the KePRO/MHCP website.

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Atrezzo Connect will soon be available for submission of all requests for MHCP Medicaid authorization. At that time, you will be able to **LOG IN** or **REGISTER** here...



## Hot Topics

### ◆ Atrezzo Connect Registration- DMEPOS Providers

Atrezzo Connect registration will begin June 4th, 2013 **ONLY** for DMEPOS providers who received a notice in their MN-ITS mailboxes.

**\*\*\*DME providers are first and other "provider service types" will be tiered in the next couple of months for Atrezzo Connect registration. Look for the MN-ITS notification in your mailbox. \*\*\***

*Posted: 5/30/2013*

### ◆ KePRO, new Medical Review Agent for MN DHS

Effective April 1, 2013, Keystone Peer Review Organization (KePRO), is the new medical review agent for MN DHS MHCP for the following authorization requests:

- Medical
- Dental
- Medical supply
- Mental Health

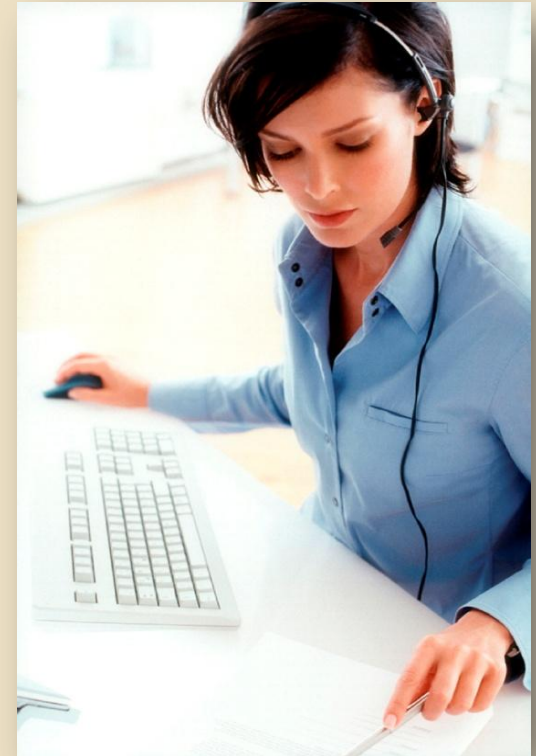
## **Atrezzo Connect allows for:**

- Secure access to Atrezzo Connect (Provider Portal)**
- Provider will be able to access letters by Case/Request, Respond/Send messages To/From KePRO**

# Required Information for Security Verification

- The provider must enter information to verify authenticity for security reasons
- Registration Code:
  - **DHS PA number**

**(Located in Providers MN-ITS mailbox)**

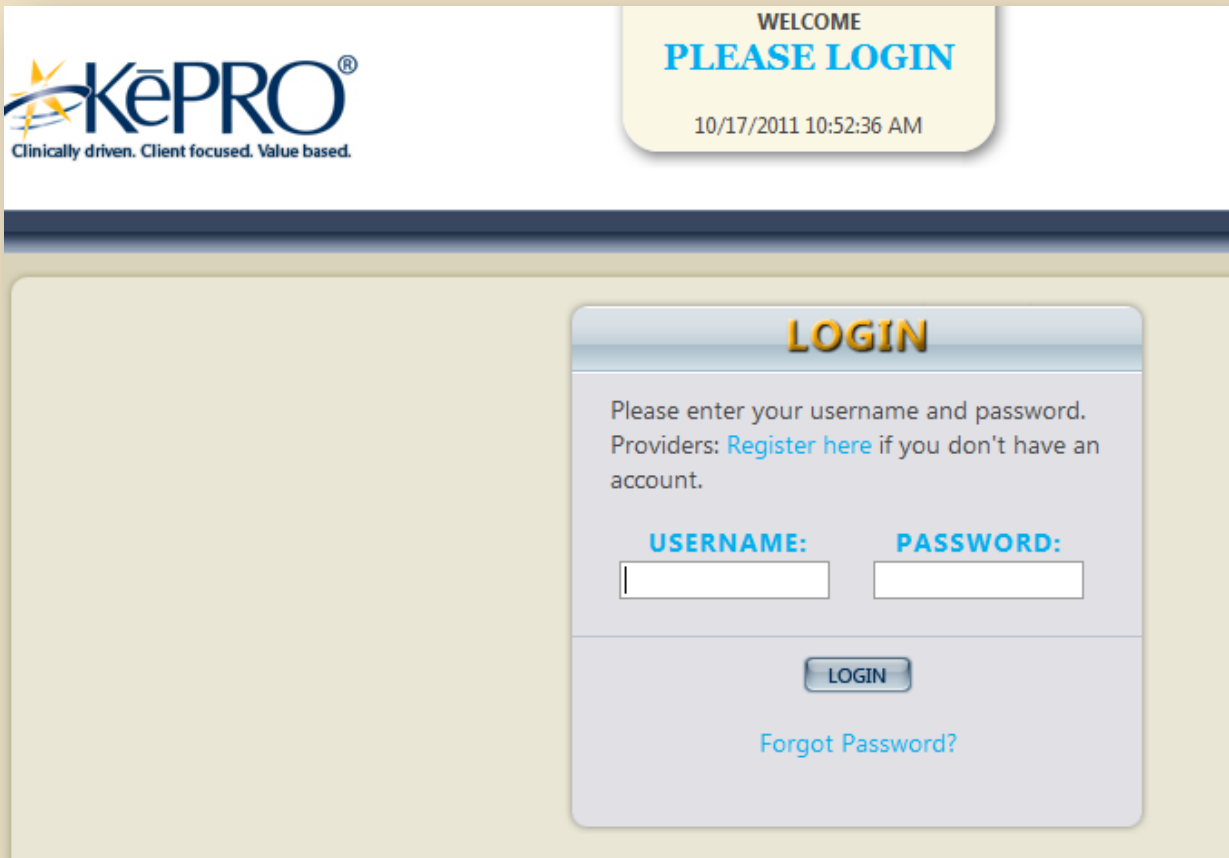


- **Start by clicking the Atrezzo Login button on the **KePRO-MHCP** Website**



# Login Page

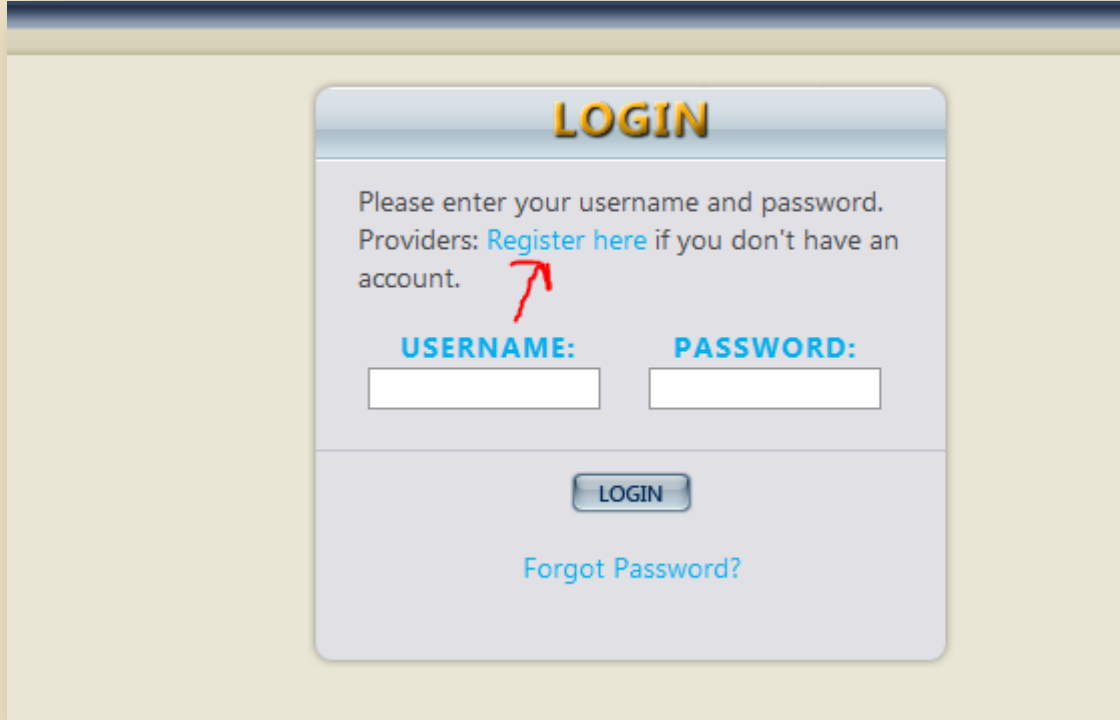
- You will be brought to this login page



The screenshot shows the KePRO login page. At the top left is the KePRO logo with the tagline "Clinically driven. Client focused. Value based." At the top right, a yellow box contains the text "WELCOME PLEASE LOGIN" and the date "10/17/2011 10:52:36 AM". The main content area features a light blue box with the heading "LOGIN" in yellow. Below the heading, it says "Please enter your username and password. Providers: [Register here](#) if you don't have an account." There are two input fields: "USERNAME:" and "PASSWORD:". Below the fields is a "LOGIN" button and a link for "Forgot Password?".

# Step 1 – Click REGISTER Link

- To register a new account, click the REGISTER link as shown



The screenshot shows a login form with the following elements:

- LOGIN** (Title)
- Please enter your username and password.
- Providers: [Register here](#) if you don't have an account. (A red arrow points to this link)
- USERNAME:**
- PASSWORD:**
- LOGIN** (Button)
- [Forgot Password?](#)



# Step 2 – Enter NPI and Provider Registration Code

Advancing Care Management

CREATE A NEW ACCOUNT - SPECIFY YOUR ORGANIZATION

### ORGANIZATION INFORMATION

Please Enter Your NPI:

Provider Registration Code:

Please refer to the registration section of the Atrezzo Connect Provider Portal End User Guide for more information on how to register. You can find this document on your payer-specific KePRO website.

- Enter your organization's NPI number **and**
- **DHS PA# = Provider Registration Code**
- **Click NEXT**

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Provider ID 

This prior authorization has no action for  for the reason(s) stated below

**PA NUMBER**  
31459001011

RECIPIENT ID  
04336084

RECIPIENT NAME  
PORTAL, KEPRO

399 NO AUTHORIZATION HAS BEEN REQUESTED. THIS LETTER IS TO PROVIDE IMPORTANT INFORMATION TO THE PROVIDER ONLY.

INTRODUCING KEPRO'S PROVIDER PORTAL SYSTEM AND WEB-EX SESSIONS! KEYSTONE PEER REVIEW ORGANIZATION, INC (KEPRO) IS PLEASE TO ANNOUNCE ATREZZO CONNECT PROVIDER PORTAL IS NOW AVAILABLE FOR PROVIDER USE. ON JUNE 17, 2013, PROVIDERS WILL BEGIN SUBMITTING ELECTRONIC AUTHORIZATION REQUESTS USING KEPRO'S WEB-BASED PORTAL, ATREZZO CONNECT. THE ATREZZO PORTAL WOULD REPLACE THE MN-ITS SYSTEM FOR AUTHORIZATION SUBMISSION. PROVIDER REGISTRATION IS REQUIRED TO USE ATREZZO CONNECT. FROM HTTP //MHCP.KEPRO.COM, PROVIDERS MAY CLICK ON THE ATREZZO LOGO ON THE LEFT HAND SITE OF THE WEBSITE. CLICK ON "FIRST TIME REGISTRATION" TO BE PROMPTED THROUGH THE REGISTRATION PROCESS. ADMINISTRATORS SHOULD BE THE INDIVIDUALS WHO REGISTER THEIR OFFICE/PROVIDER ATREZZO ACCOUNT. ADMINISTRATORS WILL NEED THEIR 10-DIGIT NPI NUMBER AND THE "PRIOR AUTHORIZATION NUMBER" ON THIS LETTER IS THE ASSIGNED REGISTRATION CODE. YOU MAY START TO REGISTER FOR YOUR ATREZZO CONNECT LOGIN STARTING MONDAY, JUNE 18TH. NEEDS...

# Step 3 – Terms of Agreement

## KEPRO PORTAL - TERMS OF USE AGREEMENT

THE KEPRO PORTAL IS SUBJECT TO AND GOVERNED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE KEPRO PORTAL YOU ARE AGREEING THAT YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM. IF YOU DO NOT UNDERSTAND THE TERMS OR CONDITIONS OF USE OR DO NOT AGREE TO BE BOUND BY THEM, DO NOT PROCEED OR OTHERWISE USE THE KEPRO PORTAL. UNAUTHORIZED ACCESS TO THE KEPRO PORTAL IS PROHIBITED.


- **Review Terms of Agreement. Upon acceptance, you will be taken to setup for User information.**

## Step 4 – Verify Address

- **Click on the correct address(s) for the new account (this associates your user information with these locations)**
- **If all apply, check all of them**
- **Click SELECT**

CREATE A NEW ACCOUNT - SPECIFY YOUR LOCATIONS

8000 FORBES PL  
 8000 FORBES PL

Select 

## Step 5 – Enter Account Information

- Enter user account information
- **User Name, Password, First/Last Name, E-mail and Fax Number are required fields!**
- **Click NEXT-This will take you to the Password setup and security question Slide)**
- **Passwords do not expire. Minimum 8 characters required.**

### ORGANIZATION INFORMATION

#### ACCOUNT INFORMATION

Username: \*

Password: \*

Confirm Password: \*

Enter a secret question: \*

Enter the secret answer: \*

#### CONTACT INFORMATION

First Name: \*

Last Name: \*

Address:

City:

State: ..

Zip:

Email Address: \*

Confirm Email:

Phone Number:

Fax Number: \*

Official communication of service authorization will be sent to the fax number entered here unless otherwise specified.

\* denotes required field

# Successful Completion

- **Successful Completion of setup, takes you to the Home Page**



The screenshot shows the KePRO web application interface. At the top left is the KePRO logo with the tagline "Clinically driven. Client focused. Value based." To the right, there is a user profile section for "STEPHEN FELTNER" with a "[Change Context]" link and a "BRIDGES AT BRIGHTWE" label. Further right, a summary box displays: "Total (work-in-progress) Requests: 74", "Total Saved (not submitted): 46", and "Total Submitted: 28". A "Logout" link is in the top right corner.

A navigation bar contains the following menu items: HOME, REQUESTS, SEARCH, MANAGEMENT, and MY ACCOUNT.

The main content area is titled "MESSAGE CENTER" and contains a table with columns: Title, To, From, and Date Sent. Below the table, it states "There are no records available." The table controls show "Records per page: 10" and "Records: 0 - 0 of 0 - Pages: 1".

Below the message center is a section titled "REQUESTS SAVED BUT NOT SUBMITTED" with a table with columns: Contract, memberId, Member Name, DOB, Last Modified, Start Date, End Date, and Actions. It also states "There are no records available." The controls show "Records per page: 6" and "Records: 0 - 0 of 0 - Pages: 1".

At the bottom left, there is a "New Request" button.

# Account Administrator

- **All information submitted for registration under Provider/Facility Information will represent as the Provider Portal Administrator (Group Admin).**
- **The Group Admin is responsible for managing and creating all Submitting User accounts for your NPI #**
  - **Create other Group Admins' & Admin Users**
  - **Set Preferences, i.e. Diagnosis and Procedure codes, etc**



- **KePRO Website:**  
<https://mhcp.kepro.com>
- **For questions call:**  
**1-866-433-3658** or email  
[atrezzoissues@kepro.com](mailto:atrezzoissues@kepro.com)







# Thank You!



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