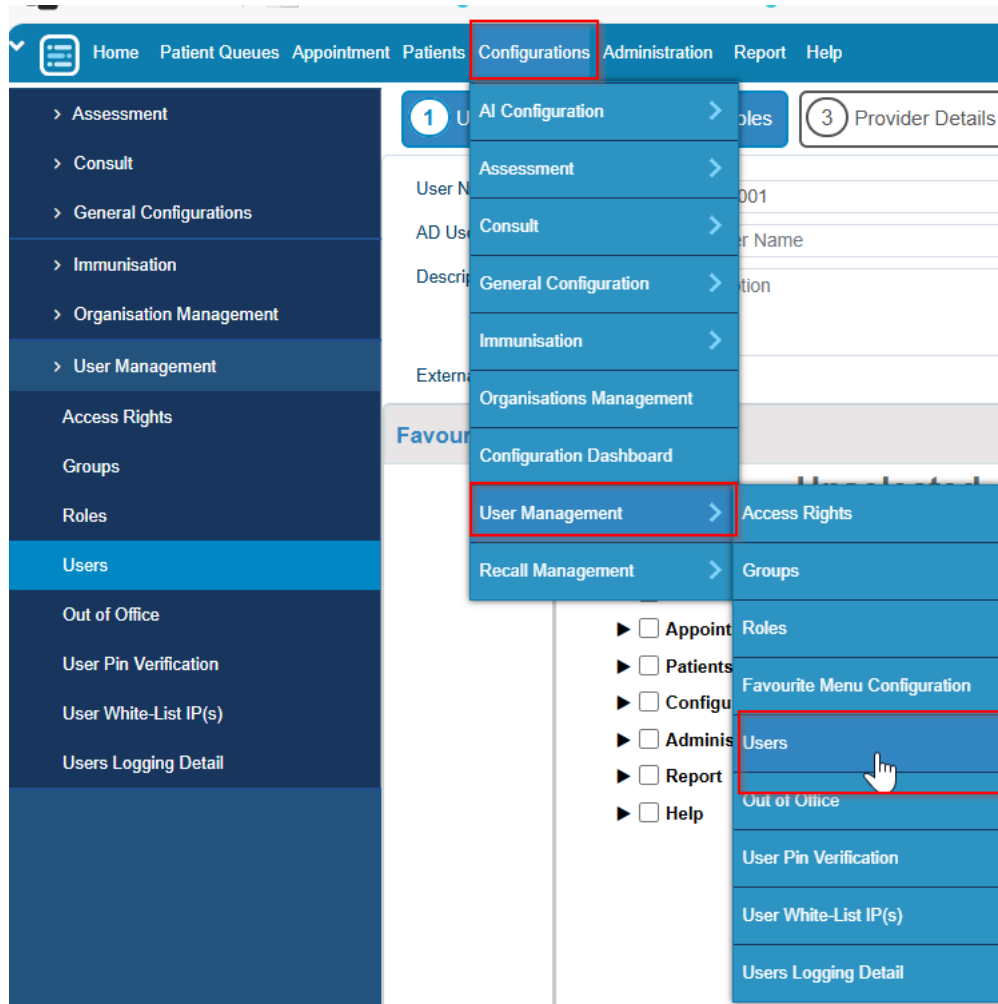


ONE POINT LESSON

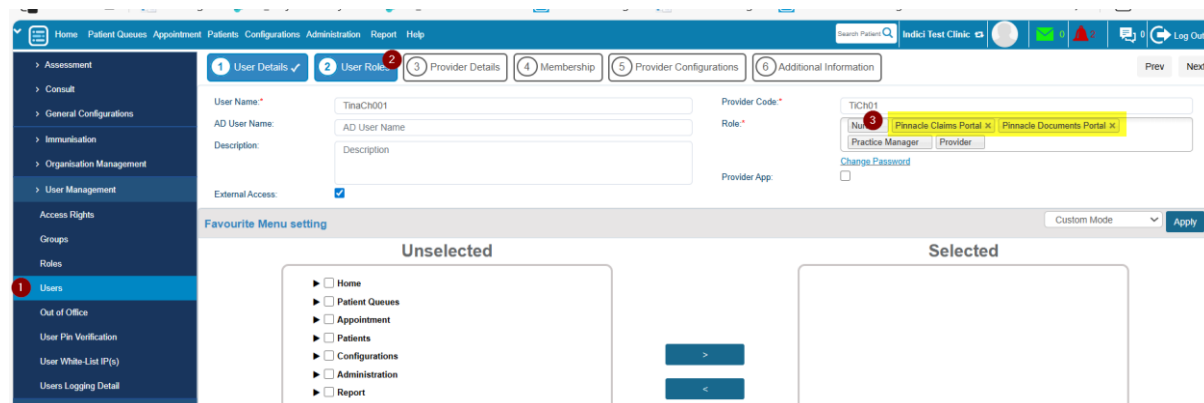
Indici - Granting user access to Practice Portal

Managers with existing access to the Practice Portal can manage user access for other practice staff by following these steps:

- Go to “Configurations” > “User Management” > “Users” > “User”
- Search and find the users name



- Go to the 2nd tab “User Roles” and select “Pinnacle Claims Portal” (and “Pinnacle Documents Portal” if needed).
- **Pinnacle Claims Portal** - to view the current status of PHO claims.
- **Pinnacle Documents Portal** – to access/download remittance reports and other payment files (e.g. Capitation, Claims, Quality).



- Save the changes.
- The new user will need to logout and login again to access “Pinnacle Claims Portal” under the top menu “Administration”.

