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EXTERNAL PROVIDER LOGIN

Provider Registration training document

Compiled by: HRMB – June 2023

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Introduction

A Medical service Provider can access the HRMB BPOMAS Administration system via a Web Login, from the BPOMAS website (<u>www.bpomas.co.bw</u>).



What the Provider can view on the BPOMAS Web Login

- Payment run statements
- .CSV Remittance Advices
- Member validation
- Member Limits
- Communication between provider and Scheme administrator
- Claims / payment of claims
- Your Provider Basic details and Banking details
- The history on your account (EFT Payments / Cheques / Account Transactions)
- BPOMAS Scheme information:
 - o 2023/2024 Rule Book
 - o Benefit Guide

Web Login

Go to the BPOMAS website and follow the Login / register menu.





Once you have selected to login as a Provider from the BPOMAS website, the **BPOMAS Login** screen will display.



If you do not have a profile/ login – please use the "*Register for an account*" link, to create a login and password, and follow below steps on screen.



- User code (Login): Choose a user code of your choice (suggestion to use provider practice number)
- User name field: Use the same name as the User code
- Email address: Insert your e-mail address
- Mobile number: Insert your mobile number in this field
- Desired password: Insert the password that you would like to use
- Confirm password: Confirm the password that you want to use again
- Minimal Length: This indicates the number of characters needed for the password
- Register as a Member, Provider, Company or Broker- on this field there is a dropdown list where you can select an option, for example Provider
- Member, Provider, Company, or Broker number: insert your Provider number in this field
- What is your ID number: This is a mandatory field, and you have to insert your ID number.

Completed fields.





Once successfully logged in, the Provider screen will display:

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Basic details

To access any information that does not display on the **Basic Details** menu, click on the down arrow next to the **Service Provider** option, to view the additional menus.

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Accounts details

The Menu for *Accounts* will indicate the history on your account (EFT Payments / Cheques / Account Transactions)

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Banking details

The Menu for **Banking Details** will reflect the bank Account number that claim payments will be paid into.

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Provider Basic details

The Menu for *Basic Details* will reflect the provider contact and general information received upon provider registration.



Claims details



The Menu for *Claims* will reflect the provider Claiming profile. That screen enables the user to search for any specific claim based on the below search criteria:

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If more than 50 claims are available, increase the QTY in the "*Number of claims*" field in order to displayed more than 50 Records on the screen.

To view more details with regards to a specific claim you can click on the underlined treatment date on the screen, and it will display more specific claims details.

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When you click on the underlined treatment date; the following claim details will appear:

Verify Member details



The Menu for **Verify Membership** will reflect scheme membership details with regards to member validity and relevant Benefit limits that would be required by the specific Provider discipline.

You can now enter the desired member number and press search:



Results upon search Select the member number underlined.

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You will note a "*General Member Detail*" Container will display which provides high level detail on the requested member such as (option name/ dependent and their relation to main member, spouse, child etc. / birth-, join-, benefit-, resign-, suspend date)

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