



This guide describes the **PreViser® MyAccount** including browser requirements and element descriptions.

For further information, contact:
help@previser.com
P: 888.854.0007

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HIPAA / HITECH

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Version History

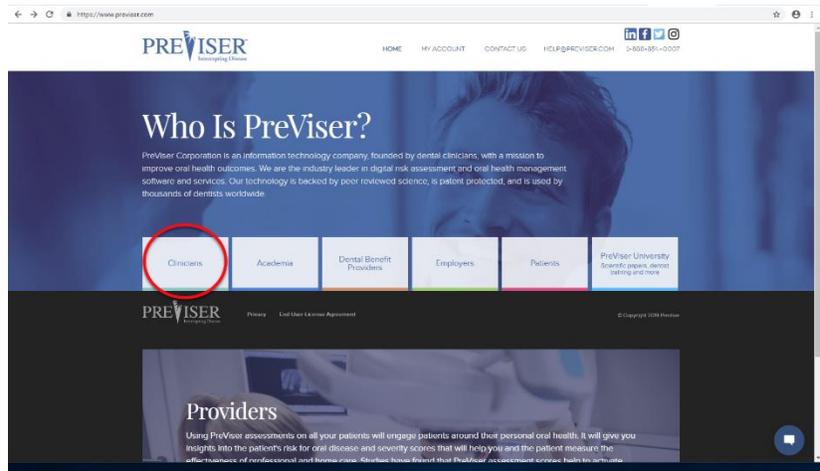
Revision Level	Date	Description
3.0	January 22, 2019	Original
3.1	March 12, 2019	Updated screenshots & 'inactive' wording.
3.2	February 21, 2020	From OHIS to Clinical Suite: Updated screenshots and wording.
3.3	April, 2020	Added BAA information
3.4	May, 2020	Updated screenshots

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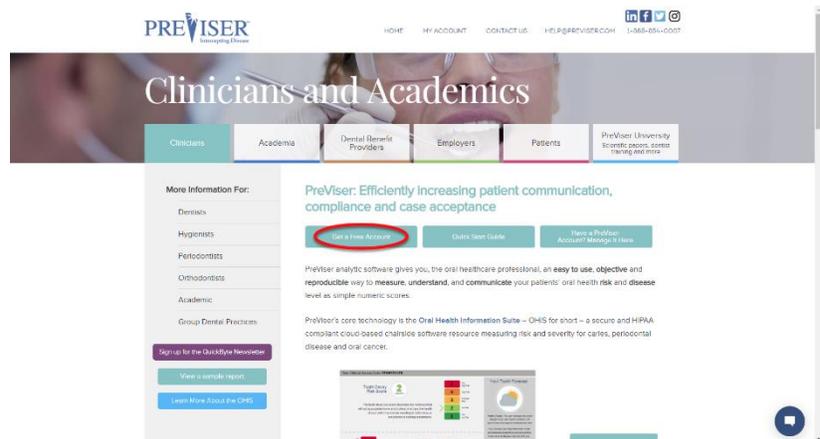
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Registration

Start on the PreViser website:
<https://www.previser.com/>. Then click on “Clinicians”.

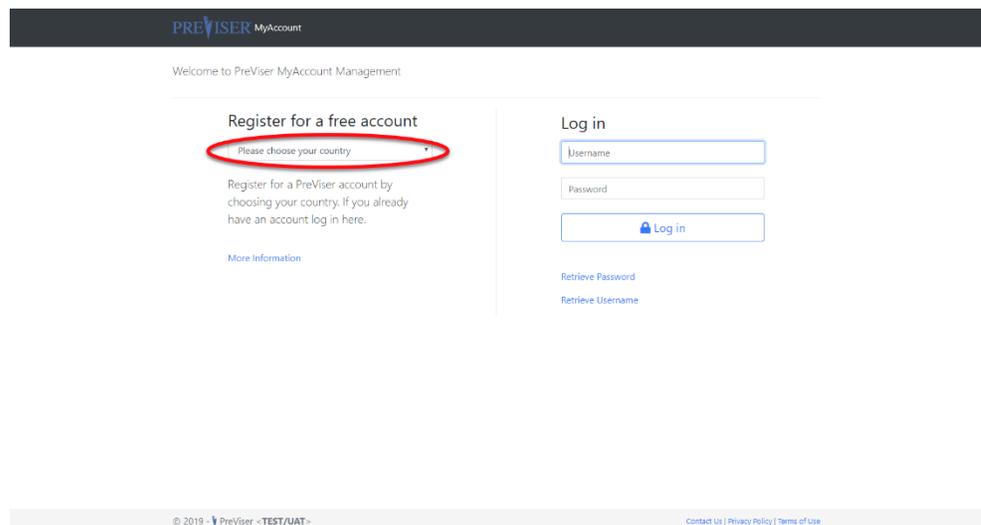


Click on “Get a Free Account”



You will be navigated to the following page:

Please select the country you are located in from the drop-down menu under where it says: “Register for a free account”.



You will then be navigated to a new screen where you will be able to search for your practice based on different criteria. Click “Find My Practice” after you have filled out that criteria.

PREVISER MyAccount

PreViser Registration

Search for your provider record

To simplify your registration process, we'll try to locate your information
 Note: To complete this registration you will need your state license number.
 Use the Phone Number on file with dental insurance companies, or your practice phone number.
 Note: One registration per practice location.

Last Name:

Phone Number:

Postal Code:

[Find My Practice](#)

If you were not able to find your practice, click “Continue” at the bottom of the screen to set up your account manually.

PREVISER MyAccount

PreViser Registration

Search for your provider record

To simplify your registration process, we'll try to locate your information
 Note: To complete this registration you will need your state license number.
 Use the Phone Number on file with dental insurance companies, or your practice phone number.
 Note: One registration per practice location.

Last Name:

Phone Number:

Postal Code:

[Find My Practice](#)

✓	First	Last	Practice	Address	Phone
⊖		O'CONNOR			

Select a search result to continue.

If you could not find your practice information, please refine your search and try again, or click continue to set up your account manually.

[Continue](#)

You will be navigated to a new page, fill out the criteria below:

PREVISER MyAccount

PreViser Registration

Username

Password

Confirm Password

Practice Name

Phone Fax

Account Email

Website

Address

Address 2

City

State Zip

Country

Primary Clinician

Prefix

First Name

Middle Name

Last Name

Suffix

Email

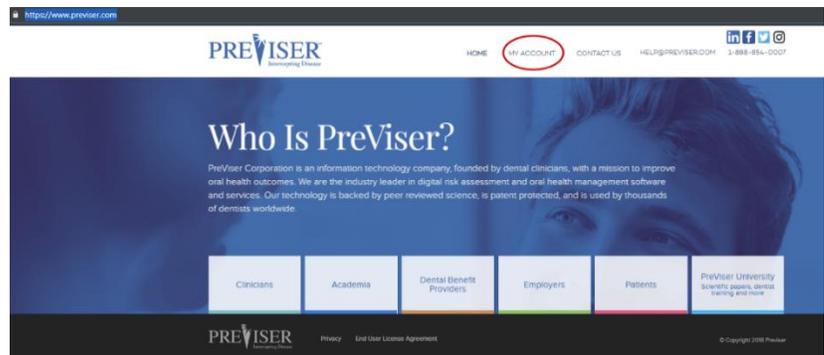
Position

PIN

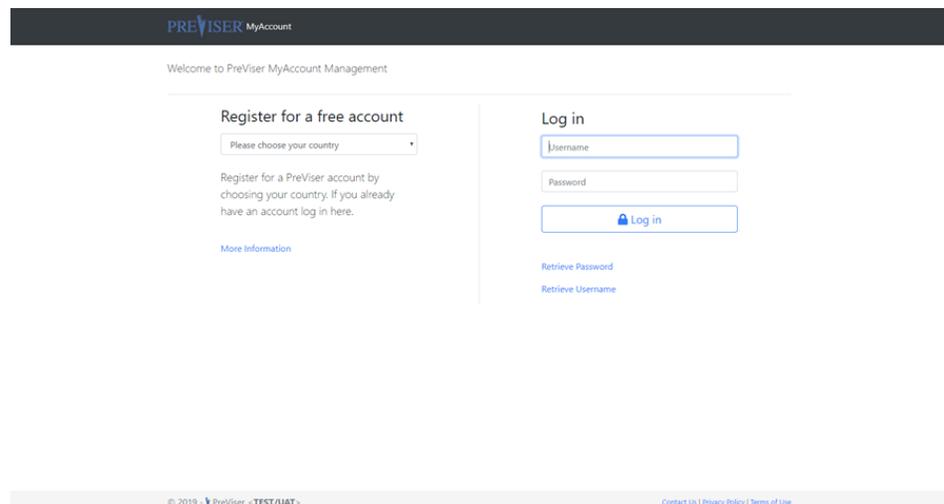
Click “Complete Registration” at the bottom when finished. You should shortly receive a verification email with your next steps.

Logging In

When logging in, you can start at the PreViser website: <https://www.previser.com/>, click on “My Account” or type <https://my.previser.com> into the address bar.



Log into PreViser’s MyAccount with your username and password that was created during registration:



You will then type in the PIN number that you created when first registering for the account. This is a 5-digit number. Then click "Continue". You will then be logged in.

Text to introduce previser MyAccount and brief information about OHIS.

Clinician PIN

53535

Continue

Sign out

Business Associate Agreement

Confirm Network Participation

When first logging in, the following screen will appear:

PREVISER MyAccount My Practice My Settings Log Out Products ?

Mariya Test 2

Add Signature

Confirm Your Network Participation

Thank you for registering for PreViser. To use the PreViser Clinical Suite you must confirm that you are in the network of a participating insurer or electronically sign a HIPAA Business Associate Agreement. For more information contact [PreViser](#).

By checking this box, I confirm that my practice is in-network with the insurer indicated below.

In-Network With: Select an Insurer

Your Name:

Remind Me Later Submit Confirmation

Or if your practice is not in-network with any of these insurers, [then go here](#)

The new account provider will be asked to either confirm network participation with an insurance co viewed in the dropdown list OR asked to enter into a BAA directly with PreViser.

Be sure the person signing on behalf of the practice has the authority to do so.

If the person logging on does not the authority, this part can be signed later. Simply select the "Remind Me Later" option.

The following images will appear at the top and bottom of the page until a BAA is signed:

The screenshot shows the PreViser MyAccount interface. At the top, there is a navigation bar with 'PREVISER MyAccount', 'My Practice', and 'My Settings' on the left, and 'Log Out', 'Products', and a help icon on the right. Below the navigation bar, the main content area is titled 'Mariya Test 2'. On the left, there is a pink 'Important' warning box with a triangle icon. The text inside reads: 'To use the PreViser Clinical Suite you must confirm that you are in the network of a participating insurer or electronically sign a HIPAA Business Associate Agreement. For more information contact PreViser.' Below this text is a red 'Add Signature Now' button. To the right of the warning box are three buttons: 'Clinical Suite Login' (blue), 'Edit Practice' (blue), and 'Reset Password' (yellow). Below the warning box is a section titled 'Business Associate Agreement'. It contains a table with the following columns: 'BAA With', 'Signed / Confirmed By', 'IP Address', and 'Date/Time (Central Time)'. The table has one row with the text 'No Signature On File' and a red arrow pointing to it. To the right of the table is a blue 'Add Signature' button.

Your clinicians will not have access to the Clinical Suite assessment tool until the BAA is signed:

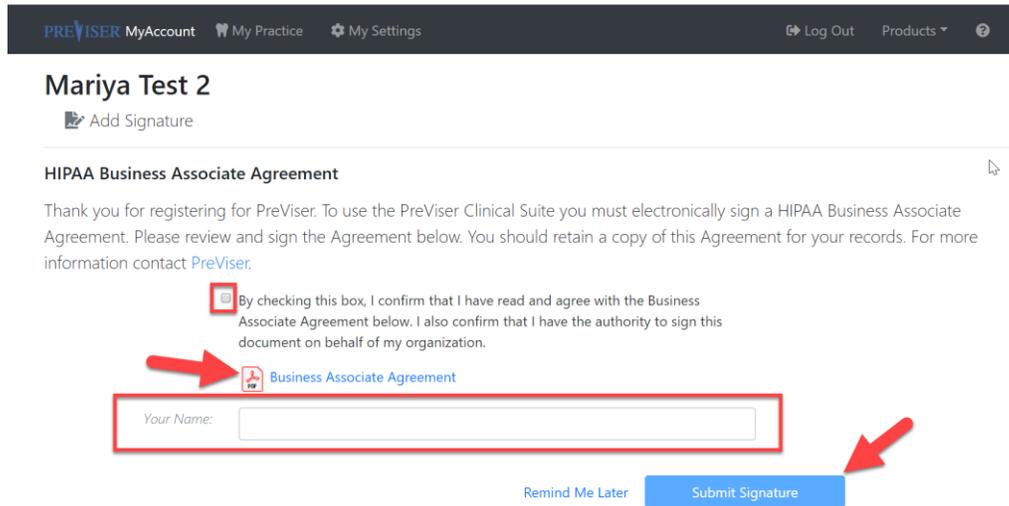
The screenshot shows the PreViser Clinical Suite interface. At the top, there is a navigation bar with 'PREVISER Clinical Suite', 'Jim Test', and 'Products' on the left, and 'Log Out', 'Products', and a help icon on the right. Below the navigation bar, there is a blue banner with the text 'Signature Required'. Below the banner is a pink 'Important' warning box with a triangle icon. The text inside reads: 'To use the PreViser Clinical Suite you must confirm that you are in the network of a participating insurer or electronically sign a HIPAA Business Associate Agreement. For more information contact PreViser.' Below this text is a blue 'Add Signature Now' button.

Signing a Business Associate Agreement with PreViser:

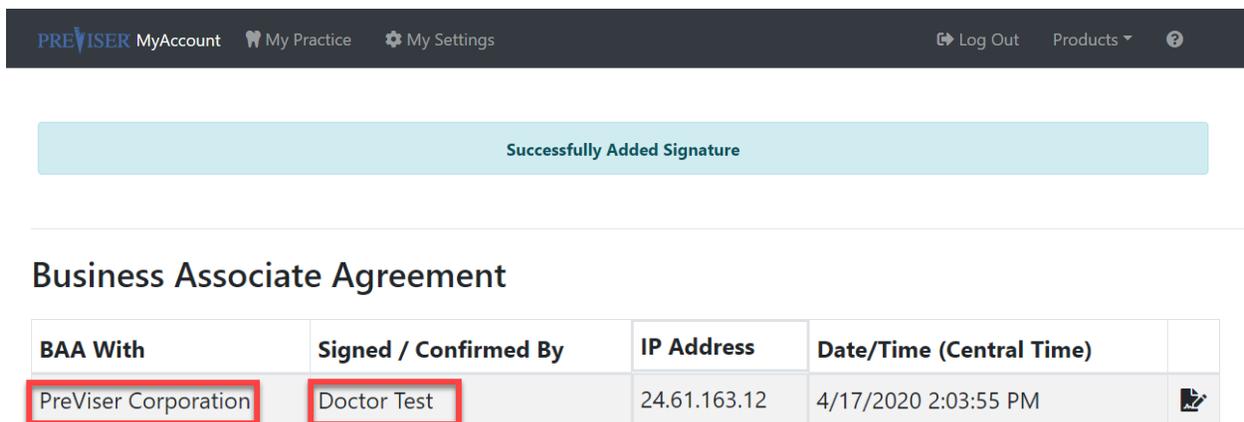
Select any of the “Add Signature” buttons and be taken to the following page. Scroll to the bottom of the screen, and click on “then go here” to sign a BAA directly with PreViser.

The screenshot shows the PreViser MyAccount 'Confirm Your Network Participation' page. At the top, there is a navigation bar with 'PREVISER MyAccount', 'My Practice', and 'My Settings' on the left, and 'Log Out', 'Products', and a help icon on the right. Below the navigation bar, the main content area is titled 'Mariya Test 2'. Below the title is a blue 'Add Signature' button. Below the button is a section titled 'Confirm Your Network Participation'. The text inside reads: 'Thank you for registering for PreViser. To use the PreViser Clinical Suite you must confirm that you are in the network of a participating insurer or electronically sign a HIPAA Business Associate Agreement. For more information contact PreViser.' Below this text is a checkbox with the text: 'By checking this box, I confirm that my practice is in-network with the insurer indicated below.' Below the checkbox is a dropdown menu labeled 'In-Network With' with the text 'Select an Insurer'. Below the dropdown menu is a text input field labeled 'Your Name:'. Below the text input field are two buttons: 'Remind Me Later' and 'Submit Confirmation'. Below the buttons is a link that says 'Or if your practice is not in-network with any of these insurers, then go here.' with a red arrow pointing to it.

Read over the Business Associate Agreement, check off the box stating you have read over it, sign your name (***again, only if you have the authority to do so on behalf of the practice***), and ‘Submit Signature’.



The following will appear at the top and bottom of the screen:



Primary/Admin Users

Primary/Admin User

The Primary User is the person who registered for the PreViser Account. Only this person has control over the account until he or she adds another user with admin privileges. Users with admin privileges will have a green logo on the left side of the position column.

Primary User/Admins can update the following account information:

- Practice address
- Practice phone number
- Practice logo
- Add clinicians/users and assign admin credentials
- Update PINs and user information

When a Primary/Admin User logs into MyAccount, they will be able to view the following screen:

Mariya QA Test
 Status: Active
 Username: MariyaQATest
 Email: [REDACTED]
 Phone: (463) 789-3453
 Address: 12 Test Ln, Denver, CO 09812, United States
 PreViser Enterprise: Yes
 Early Adopter: Yes

[Clinical Suite Login](#)
[Edit Practice](#)
[Reset Password](#)



Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

[Add Clinician/User](#)

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

[Add Signature](#)

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Additional Clinicians/Users

Additional Clinicians/Users are the clinicians/users that are added to the account. Additional users that do not have admin privileges will appear on this list with a black logo on the left side of the position column. These users can access MyAccount with their own PINs, but do not have admin privileges to change the PINs or information of other users. Additional Clinicians/Users without admin privileges will see:

Mariya QA Test
 Status: Active
 Username: MariyaQATest
 Email: [REDACTED]
 Phone: (463) 789-3453
 Address: 12 Test Ln, Denver, CO 09812, United States
 PreViser Enterprise: Yes
 Early Adopter: Yes

[Clinical Suite Login](#)



Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

[Add Signature](#)

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Updating Your Account

After logging in, to make changes or updates to the account, click “Edit Practice”.

Mariya QA Test

Status: Active

Username: MariyaQATest

Email: [Redacted]

Phone: (463) 789-3453

Address: 12 Test Ln.
Denver, CO 09812
United States

PreViser Enterprise: Yes

Early Adopter: Yes

[Clinical Suite Login](#)

[Edit Practice](#)

[Reset Password](#)

[Choose image](#) [Browse](#)

[Save Image](#)

[Remove Image](#)

Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

[Add Clinician/User](#)

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

[Add Signature](#)

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This is where you have the option to update all of your account information. That includes practice name, email address, phone number, and more. However, the username for the account chosen at the time of registration cannot be changed. Click the blue “Save” button when all desired changes are made.

[← Mariya QA Test](#)

[Edit Practice](#)

Name: [Save](#)

Email:

Phone:

Fax:

Website:

Address 1:

Address 2:

City:

State:

Zip:

Country:

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Picture/Logo

You also have the option to market your practice by uploading a picture of the dentist or logo of the practice. This image will appear on the patient report generated by the clinical assessment tool, the Clinical Suite. You can upload that image by clicking Browse, navigating to the location on your computer of the image you wish to display, selecting that image and clicking SAVE. The image must be in *.jpeg, *.png, or *.gif format and less than 10 MB in size.

Mariya QA Test
Status: Active
Username: MariyaQATest
Email: [redacted]
Phone: (463) 789-3453
Address: 12 Test Ln., Denver, CO 09812, United States
PreViser Enterprise: Yes
Early Adopter: Yes

Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM

Once selected and saved the image will appear here on the patient report:

Assessment for Tom Abed
Caries

Mariya QA Test
(463) 789-3453
12 Test Ln.
Denver, CO 09812

Exam Information
Prepared For: Tom Abed
Prepared By: Mariya Test
Exam Date: 05/29/2020
Submitted To: PreViser QA 05/29/2020 3:17 PM

Tooth Health and You.
Knowing your risk of tooth decay and the current health of your teeth is the first step in maintaining or improving the health of your teeth. Here are the other simple steps you can take

Adding New Users/PINs

After creating your account, you will be able to add other users with their own individual PIN numbers. As the Primary User/Admin, you can add other users to the account by clicking the "Add Clinician/User" button.

Mariya QA Test
 Status: Active
 Username: MariyaQATest
 Email: [redacted]
 Phone: (463) 789-3453
 Address: 12 Test Ln., Denver, CO 09812, United States
 PreViser Enterprise: Yes
 Early Adopter: Yes

Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

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The list of all other users under the account are listed towards the bottom of the page; If this is the first time you have accessed this new area of functionality, you will not see many users besides the people that were added during registration:

After clicking "Add Clinician," a new screen appears. Simply fill in the criteria that is being asked, create a PIN for that user, and click "Add Clinician" at the bottom:

← Mariya QA Test

Add Clinician

Additional Clinician/User

Prefix	<input type="text"/>	Email	<input type="text"/>
First Name	<input type="text"/>	Position	Select Position
Middle Name	<input type="text"/>	PIN	<input type="text"/>
Last Name	<input type="text"/>		
Suffix	<input type="text"/>		
<input type="checkbox"/> Is Admin <input type="checkbox"/> Inactive			

Add Clinician

To be HIPAA compliant, an individual PIN should be assigned to anyone who has access to the OHIS and can touch patient records, as demonstrated above.

Note: for additional Users who are not licensed dentists or other independent practitioners, Primary Practice State and State License # is not required and will not display. If the Additional Users are licensed dentists or independent practitioners, primary practice state and license number is required. Create a PIN for each User who you wish to have OHIS access and distribute those PINs to those team members.

Changing PINs/Personal Information:

Any user (Admin or not) can log in with their PIN and change their PIN and their personal information. Simply click on “My Settings” at the top.

Admin/Primary Users can make changes to other user information by clicking on any user’s name from the list of clinicians.

The screenshot shows the PreViser MyAccount interface. At the top, there is a navigation bar with 'PREVISER MyAccount', 'My Practice', and 'My Settings' (highlighted with a red box and a red arrow). To the right of the navigation bar are 'Log Out' and 'Products'.

The main content area is for user 'Mariya QA Test'. It includes a 'Status: Active' indicator, a 'Clinical Suite Login' button, and a 'PREVISER' logo. User details are listed: Username: MariyaQATest, Email: [redacted], Phone: (463) 789-3453, Address: 12 Test Ln., Denver, CO 09812, United States. PreViser Enterprise and Early Adopter status are both 'Yes'.

Below the user details is a section titled 'Active Clinicians/Users' with a table:

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	
Becca	Smith	Office Staff	

Below the table is a 'Business Associate Agreement' section with a table:

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

To the right of the BAA table is an 'Add Signature' button.

At the bottom of the page, there is a footer with '© 2020 - PreViser <QA>' on the left and 'MariyaQATest - Ryan Lunn | Contact Us | Privacy Policy | Terms of Use' on the right.

You will be taken to the following screen. Simply makes any changes necessary and click “Save Clinician”. Unless that user has been given admin privileges, they will not have the ability to make changes within the “Is Admin” or “Inactive” options.

PREVISER MyAccount My Practice My Settings Log Out Products ?

← Mariya QA Test

Edit Clinician

Additional Clinician/User

Prefix

First Name

Middle Name

Last Name

Suffix

Is Admin:

Inactive:

Email

Position

PIN

Save Clinician

A major difference for the Admin/Primary User versus other users are the “**Is Admin**” and “**Inactive**” options:

PREVISER MyAccount My Practice My Settings Log Out Products ?

← Mariya QA Test

Edit Clinician

Additional Clinician/User

Prefix

First Name

Middle Name

Last Name

Suffix

Is Admin:

Inactive:

Email

Position

PIN

Save Clinician

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When “**Is Admin**” box is checked, that user now has read/write access within the account and can make changes to the account and to other users. This is useful for office managers who may be in charge of updating the email address, phone number, picture, etc. within the account.

“**Inactive**” is used when you wish to temporarily suspend OHIS access to a team member. *Note: Please note, if the User is associated with a prior OHIS assessment and has been made “inactive,” the assessment history associating that clinician with the patient will be preserved.*

If the Primary/Admin Users need to view all of the inactive users, simply click the ‘Show Inactive’ button.

Mariya QA Test
 Status: Active
 Username: MariyaQATest
 Email: [Redacted]
 Phone: (463) 789-3453
 Address: 12 Test Ln., Denver, CO 09812, United States
 PreViser Enterprise: Yes
 Early Adopter: Yes

Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM

To go back to active users, click 'Show Active' button.

Inactive Clinicians/Users

First	Last	Position	
Becca	Smith	Office Staff	

Now you are ready to begin using PreViser’s assessment tool – the Clinical Suite!

To navigate to the Clinical Suite from MyAccount, go back to the main page and click the blue “Clinical Suite Login” button.

Mariya QA Test
 Status: Active
 Username: MariyaQATest
 Email: [Redacted]
 Phone: (463) 789-3453
 Address: 12 Test Ln., Denver, CO 09812, United States
 PreViser Enterprise: Yes
 Early Adopter: Yes

Active Clinicians/Users

First	Last	Position	
Mariya	Test	General Dentist	
Ryan	Lunn	Hygienist	

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Mariya	24.61.163.12	3/17/2020 12:46:47 PM	

Clinical Suite Login
 Edit Practice
 Reset Password

Choose image | Browse
 Save Image
 Remove Image

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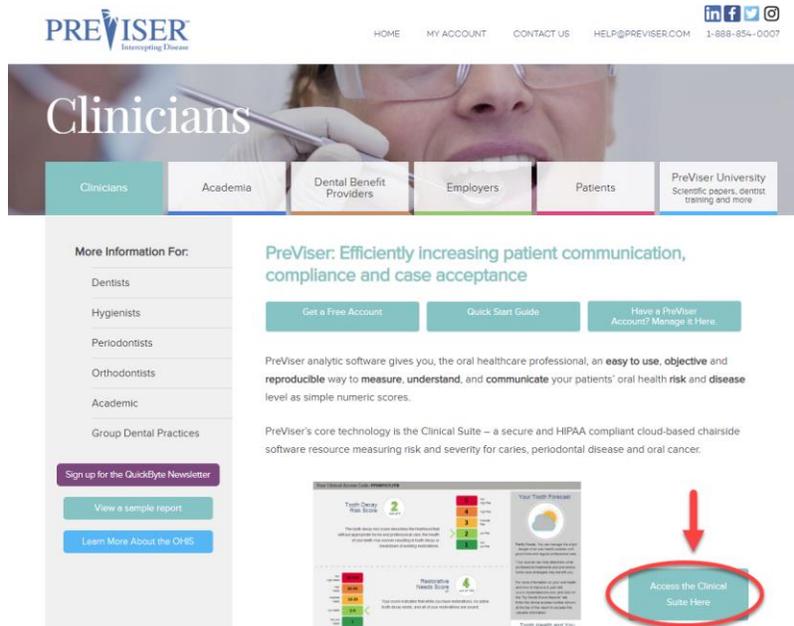
OR You can start on the PreViser website:
<https://www.previser.com/>,
 then click 'Clinicians'.

Who Is PreViser?
 PreViser Corporation is an information technology company, founded by dental clinicians, with a mission to improve oral health outcomes. We are the industry leader in digital risk assessment and oral health management software and services. Our technology is backed by peer reviewed science, is patent protected, and is used by thousands of dentists worldwide.

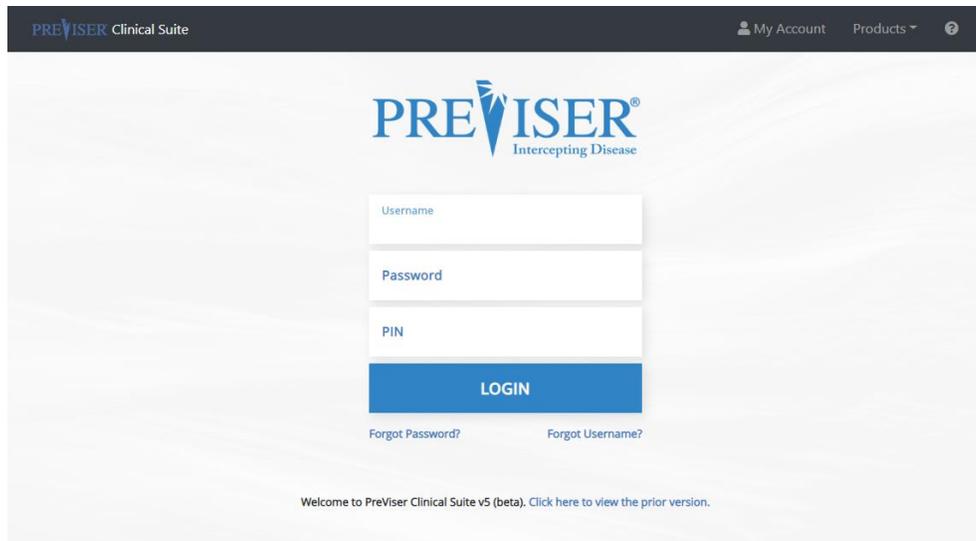
Navigation Menu: Clinicians, Academia, Dental Benefit Providers, Employers, Patients, PreViser University

Providers
 Using PreViser assessments on all your patients will engage patients around their personal oral health. It will give you insights into the patient's risk for oral disease and severity scores that will help you and the patient measure the effectiveness of non-surgical and home care. Studies have found that PreViser assessment scores help to activate

Scroll down the page and click 'Access the Clinical Suite Here'.



When you get to the Clinical Suite log in page, type in the credentials you used to register for/sign in to PreViser's MyAccount.



See PreViser's Clinical Suite documentation to learn more about the Clinical Suite here:
<https://free.previser.com/downloads/>