PREVISER

Intercepting Disease

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

For further information, contact:

help@previser.com

P: 888.854.0007

HIPAA / HITECH

Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), and all applicable regulations promulgated pursuant to HIPAA and HITECH, every reasonable effort has been made to ensure that no text or screen prints contain individually identifiable health information. Wherever possible, the information used is test data and fictitious in nature. If you have any concerns about the information contained herein please contact your PreViser Account Manager or Privacy Officer.

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

Contents

Registration

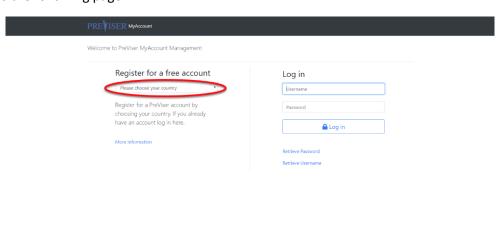Start on the PreViser website:
https://www.previser.com/.Then
click on "Clinicians".

Click on "Get a Free Account"

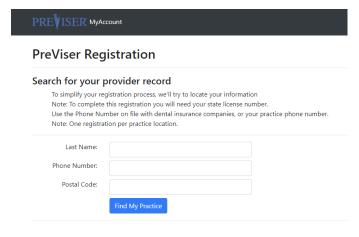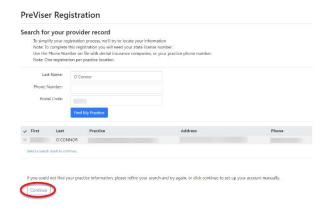You will be navigated to the following page:

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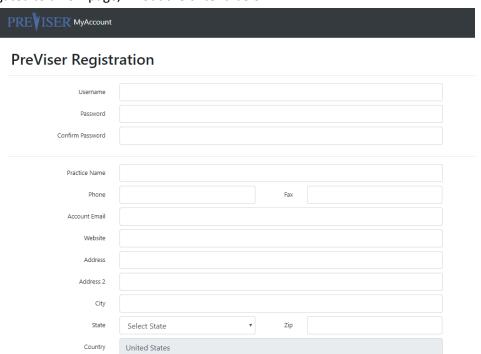"Register for a free
account".

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.
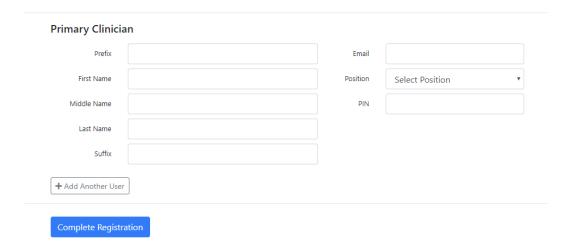
PreViser Registration

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.

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Note: One registration per practice location.

Last Name:	O'Connor
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 Registration

Username	
Password	
Confirm Password	

Practice Name	
Phone		Fax	
Account Email	
Website	
Address	
Address 2	
City	
State	Select State ▾	Zip	
Country	United States

Primary Clinician

Prefix		Email	
First Name		Position	Select Position ▾
Middle Name		PIN	
Last Name			
Suffix			

➕ Add Another User
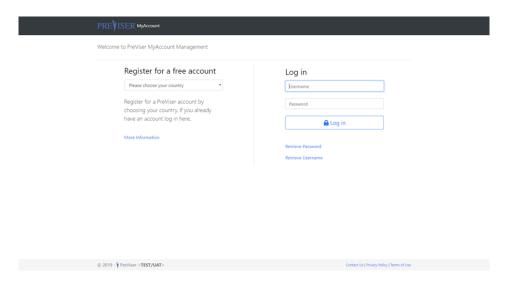
Complete Registration

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

Logging In

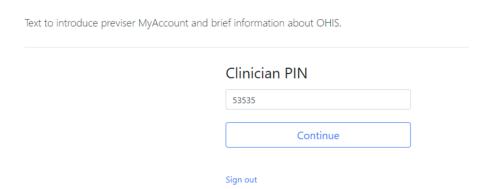When logging in, you can start at the PreViser website: https://www.previser.com/, click on "My Account" or type https://my.previser.com into the address bar.

Log into PreViser's MyAccount with your username and password that was created during registration:
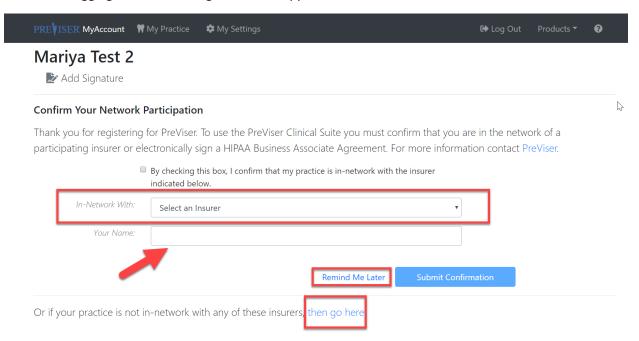
You will then type in the PIN number that you created when first registering for the account. This is a 5-digit number. Then click "Continue". You will then be logged in.

Text to introduce previser MyAccount and brief information about OHIS.

Clinician PIN

53535

Continue

Sign out

Business Associate Agreement

Confirm Network Participation
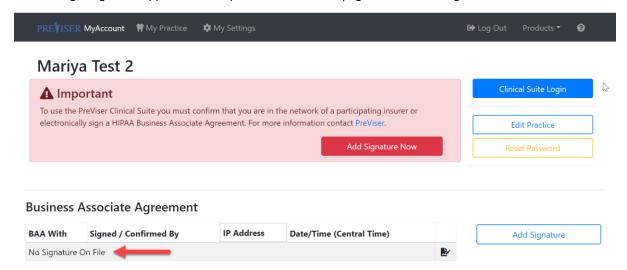
When first logging in, the following screen will appear:

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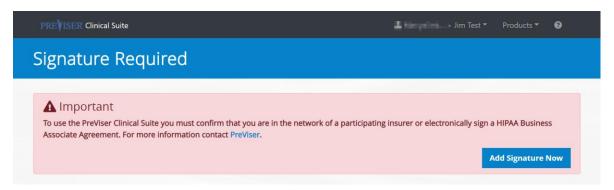
Be sure the person signing on behalf of the practice has the authority to do so.

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:
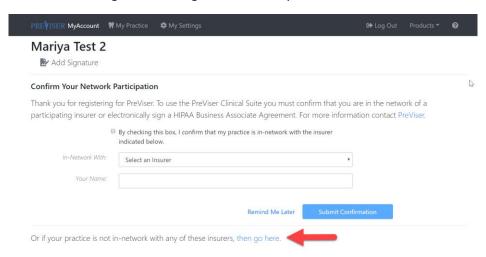

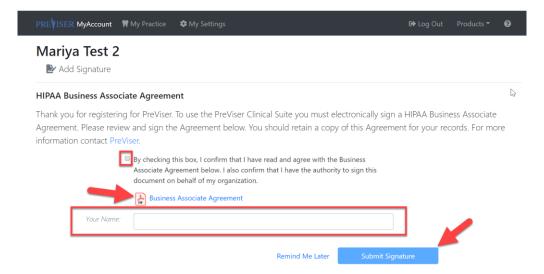Your clinicians will not have access to the Clinical Suite assessment tool until the BAA is signed:

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.

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:

Business Associate Agreement

BAA With	Signed / Confirmed By	IP Address	Date/Time (Central Time)	
PreViser Corporation	Doctor Test	24.61.163.12	4/17/2020 2:03:55 PM	

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:
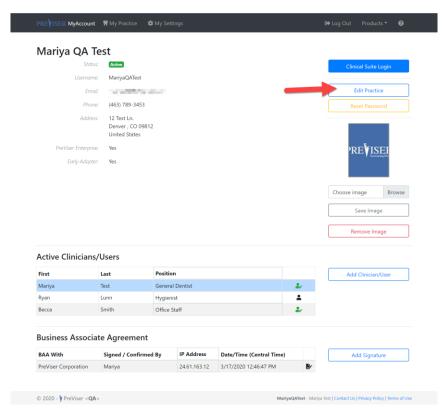

Additional Clinicians/Users

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:

Updating Your Account

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

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.
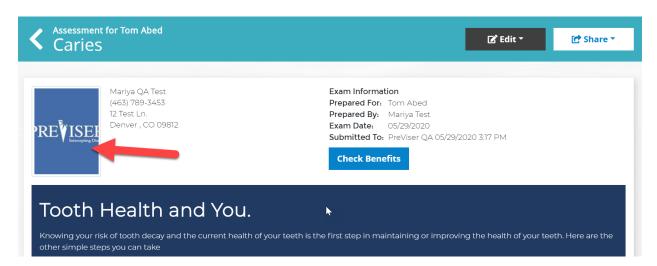
Picture/Logo

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.
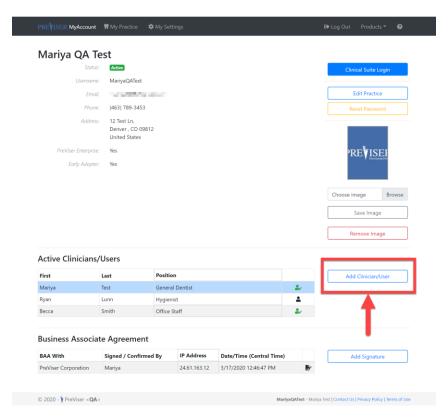

Once selected and saved the image will appear here on the patient report:

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.

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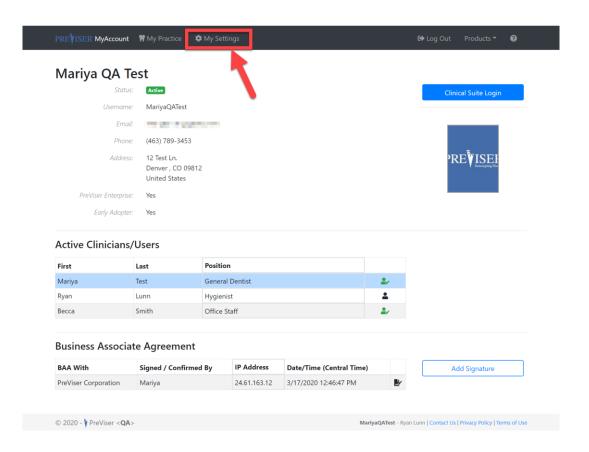
To be HIPAA compliant, an individual PIN should be assigned to anyone who has access to the OHIS and can touch patient records, as demonstrated above.

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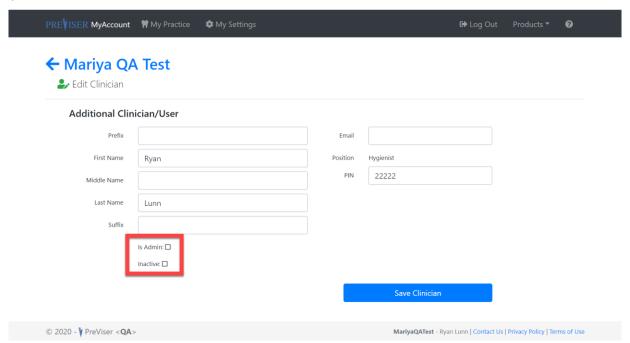
Admin/Primary Users can make changes to other user information by clicking on any user's name from the list of clinicians.

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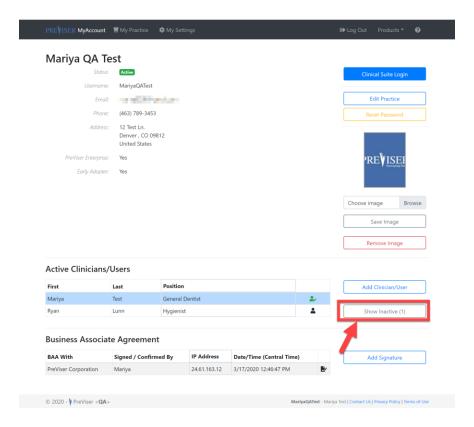
A major difference for the Admin/Primary User versus other users are the "**Is Admin**" and "**Inactive**" options:

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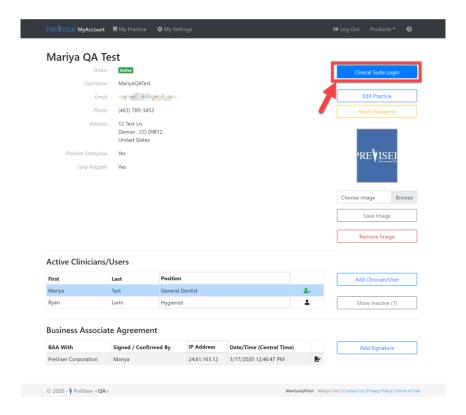
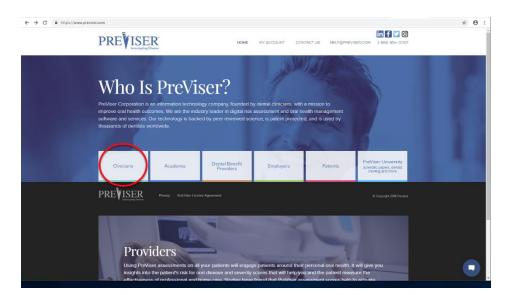To go back to active users, click 'Show Active' button.

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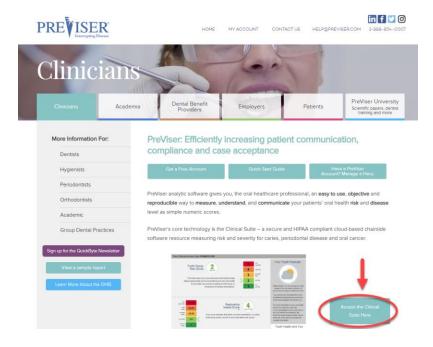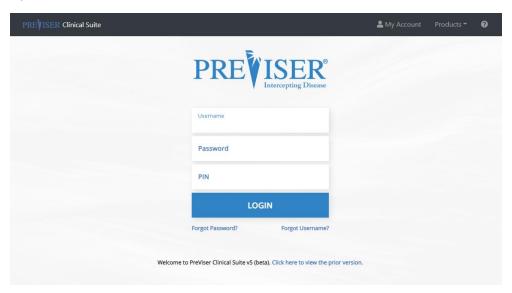
OR You can start on the PreViser website: https://www.previser.com/, then click 'Clinicians'.

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/