



Purpose: This guide provides instructions for staff on how to find a provider's Uni ID in DHR, which is used as the employee number in OR PTC DCI.

Outcome: Staff will know where to find a provider's Uni ID.

OR PTC DCI uses the Uni ID from DHR as the unique identifier for all providers, shown in the employee number field on their profile. This allows providers who perform services as a Homecare Worker and/or a Personal Care Attendant to utilize the OR PTC DCI system with a single login. The PTC Support team uses the Uni ID to create provider profiles in OR PTC DCI.

Locate the Provider's Uni ID in DHR:

1. Log into DHR/Mainframe.
2. Enter: PRV8 and the Provider Number.
3. The provider's Uni ID is on the right side of the screen, next to the FIPS Cnty code.

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PRV8          MMIS Provider File Information          06/08/2021
Prov ID      MCD ID (MMIS) 0005      Prov Type      HomeCare Worker
Prov Name    Name Typ P      DOB
IRS Name     TaxID:          FICA Ind
Phys Add1    FIPS Cnty      Uni Id UI      6542987
  Addr       Zip            Pymt Mthd
  City/St    Bargain Status Y
MAIL Add1    Zip 97814
  Addr
  City/St    Prov Loc(ST) 01  Prov Prac 1
Tele
*** Credentials / Enrollment Status ***|***** Facility *****
Br (Lic)    Entity: LCL    | Beds(Nmbr)      Beds(Lic)
Est Enrl (Rec Create Date):          | Rel(only)      Non Rel(commercial)
PROGRAM:    | Res
SPD 02/26/2014 12/31/9999 Active
SPD 01/11/2010 08/31/2011 Active
SPD 12/26/1995 01/30/1999 Active

Last Chg: 06/01/2021          Orig Appl 12/26/1995
MSG:
MSG:
F1=Help  F3=Exit  F11=SPVB          F12=Rtn-SPVM
```



Locate the Provider's Uni ID in OR PTC DCI:

1. The Employee Number for providers in OR PTC DCI is their Uni ID. This means when searching for a provider, you can plug the Uni ID into the employee number field.
2. Once on the provider's profile, you can see the Uni ID listed.

Employee Details - Shaggy Rogers

Basic Demographics	Other Details
<p>Address: 100 Address Street Salem, OR 97305-0000</p> <p>GNIS: 41-047-1167861</p> <p>Phone: (503) 555-4469</p> <p>Email: shaggy@scooby.com</p> <p>Username: shaggy.rogers</p> <p>Time Zone: PT (UTC-8)</p> <p>Type: Hourly Non Exempt</p> <p>SSN: ###-##-#### Show</p> <p>Allow SSN Retrieval: No ⓘ</p> <p>Mobile Device Id: 07E3DEBF-4AD5-4F53-B581-15C8F2B55FB0</p> <p>Status: Active</p>	<p>Average Caregiver Rating: 0</p> <p>Domestic Worker: No ⓘ</p> <p>Domestic Worker 7 Day Exemption: No ⓘ</p> <p>Domestic Worker Preferred Day of Rest: Sunday ⓘ</p> <p>Employee Number: UNIID0009</p> <p>Weekly Hours Available: 40.00</p> <p>Holiday Schedule: OR PTC Default Schedule - 2</p> <p>Cost Center: Provider Default Cost Center-EU</p> <p>Preferred Language: English</p> <p>Employment Status: Active</p>