Providers - How to get set up in OR PTC DCI

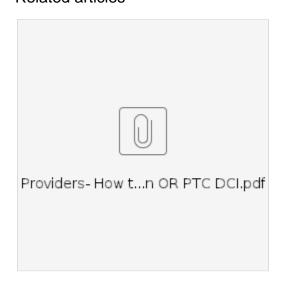
Step-by-step guide

Purpose: This guide details the process that goes into setting up a provider profile and when a provider will receive login information for the OR PTC DCI system.

Outcome: The provider will understand the key steps that must occur before a profile is active in OR PTC DCI.

- 1. Your application to be a provider has been approved and you have received your provider number.
- 2. A consumer has hired you to work for them. **Note:** They must be approved for services through Aging and People with Disabilities or AMH Behavioral Health.
- 3. The consumer or their representative have spoken to the case manager. The case manager has created a Service Plan, assigning you hours and miles (if applicable).
- 4. The office has assigned you hours and miles in the State's authorization system. **Note:** The case manager must work with other staff to get your hours/miles entered in the authorization system.
- 5. The State's authorization system sends this information to OR PTC DCI. Note: This step can take up to 2 business days.
- 6. The PTC Support team creates your profile. They send you an email* with your username and temporary password.
- 7. You are now able to log into your OR PTC DCI profile.

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^{*}Contact your local/program office to verify or update your email address.