

# QRG - How to Find a UniID Number



**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.

## Staff - How to Find a Provider's Uni ID QRG v2.pdf

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.

```
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      Prov Loc(ST) 01      Prov Prac 1
  City/St      ***** Facility *****
Tele      Beds(Nmbr)      Beds(Lic)
*** Credentials / Enrollment Status ***
Br (Lic)      Entity: LCL      | Rel(only)      Non Rel(commercial)
Est Enrl (Rec Create Date):      | Res
PROGRAM:
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

Address: 100 Address Street  
Salem, OR 97305-0000  
GNIS: 41-047-1167861  
Phone: (503) 555-4469  
Email: [shaggy@scooby.com](mailto:shaggy@scooby.com)  
Username: shaggy.rogers  
Time Zone: PT (UTC-8)  
Type: Hourly Non Exempt  
SSN: ###-##-#### [Show](#)  
Allow SSN Retrieval: No ⓘ  
Mobile Device Id: 07E3DEBF-4AD5-4F53-B581-15C8F2B55FB0  
Status: Active

### Other Details

Average Caregiver Rating: 0  
Domestic Worker: No ⓘ  
Domestic Worker 7 Day: No ⓘ  
Exemption:  
Domestic Worker Preferred Day of Rest: Sunday ⓘ  
Employee Number: UNIID0009  
Weekly Hours Available: 40.00  
Holiday Schedule: [OR PTC Default Schedule - 2](#)  
Cost Center: [Provider Default Cost Center-EU](#)  
Preferred Language: English  
Employment Status: Active

## Related articles

- [Business Process - Over and Underpayments](#)
- [Staff Learning Materials Catalog](#)
- [QRG - Resetting Passwords in OR PTC DCI](#)
- [Guide - Profile Management](#)
- [QRG - Profile Requests for OR PTC DCI](#)