

Accessing Multiple Provider Numbers

via DDE

Part A users log in to the DDE system using their assigned RACF ID numbers. Several provider numbers associated with the facility/company may be under the umbrella of a single RACF ID number.

Previously, a user would only need to press **F3** to return to the Operator ID screen to select another provider number. As a result of increased FISS security system standards, additional steps are now required to select another provider number.

Therefore, until further notice, Part A users should follow the instructions below to view claims billed under different provider numbers.

Example: RACF ID number (#####) includes **Provider 1** and **Provider 2**. After viewing claims billed under Provider 1, follow the steps below to view claims billed under Provider 2.

Step 1	Tab to the National Provider Identifier (NPI) field.
Step 2	Type over the existing NPI number with the different NPI number.
Step 3	Press Enter.