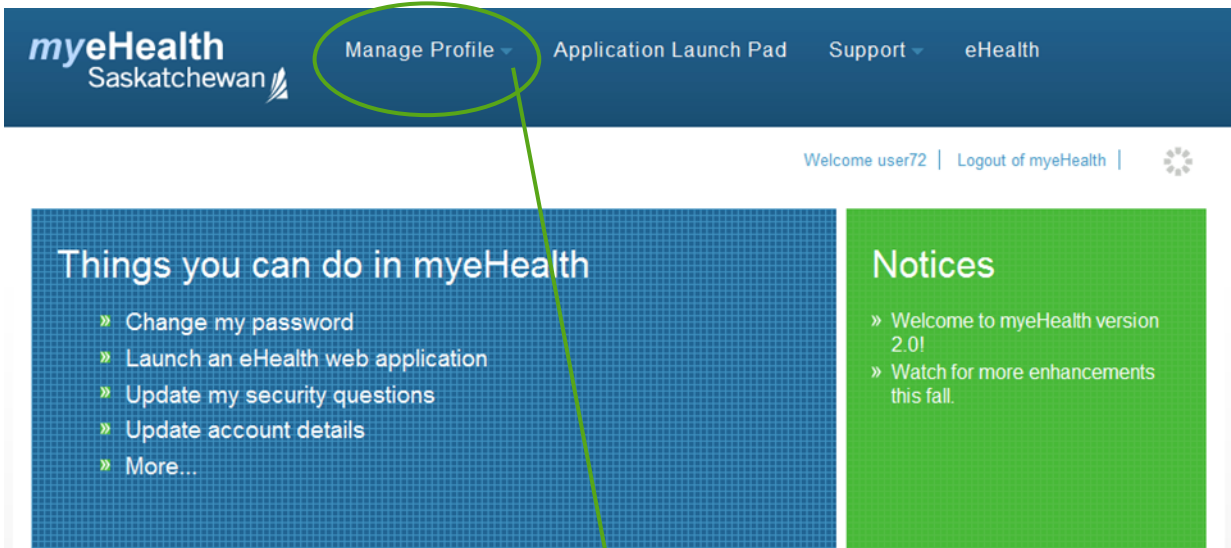


## Add Common Provider Number (CPN) For CDM-QIP Payment

All providers enrolled in the CDM-QIP program will need to Login to their online profile and add their CPN. This only needs to be done once and is for CDM-QIP payment purposes. You must enter this information before you enter any CDM-QIP observations in the eHR Viewer or your EMR. Please follow the five steps outlined below to complete this process.

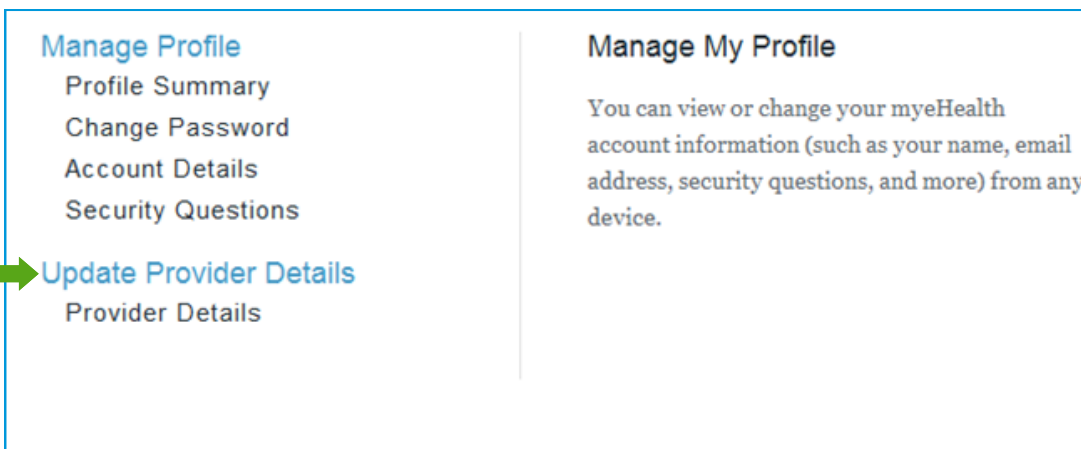
### Step 1a—Login to your electronic profile

When you first login to your profile click on the Manage Profile drop down



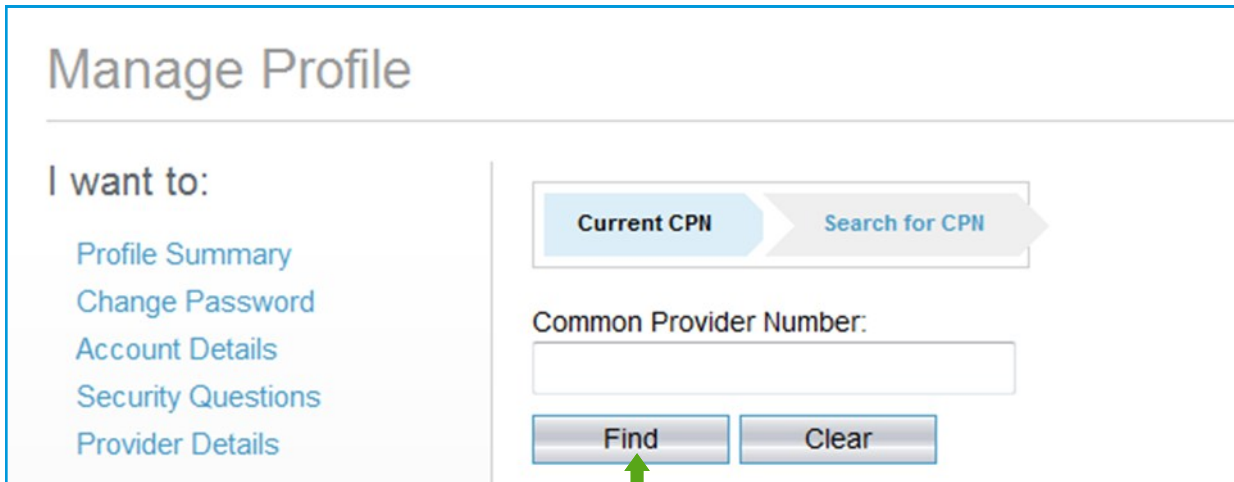
### Step 1b— Update Provider Details

Select the option to **Update Provider Details**



## Step 2—Find your common provider number

Click the **Find** button



**Manage Profile**

I want to:

- Profile Summary
- Change Password
- Account Details
- Security Questions
- Provider Details

Current CPN → Search for CPN

Common Provider Number:

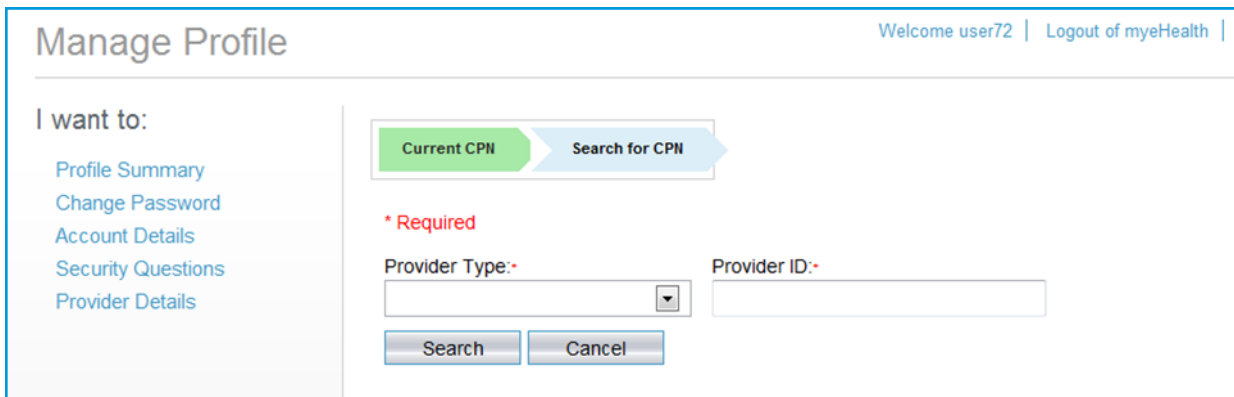
**Find** **Clear**

## Step 3—Enter Provider Information

Select a **Provider Type**

Enter your **Provider ID**—This is your CPSS License number

Click the **Search** Button



**Manage Profile** Welcome user72 | Logout of myeHealth

I want to:

- Profile Summary
- Change Password
- Account Details
- Security Questions
- Provider Details

Current CPN → Search for CPN

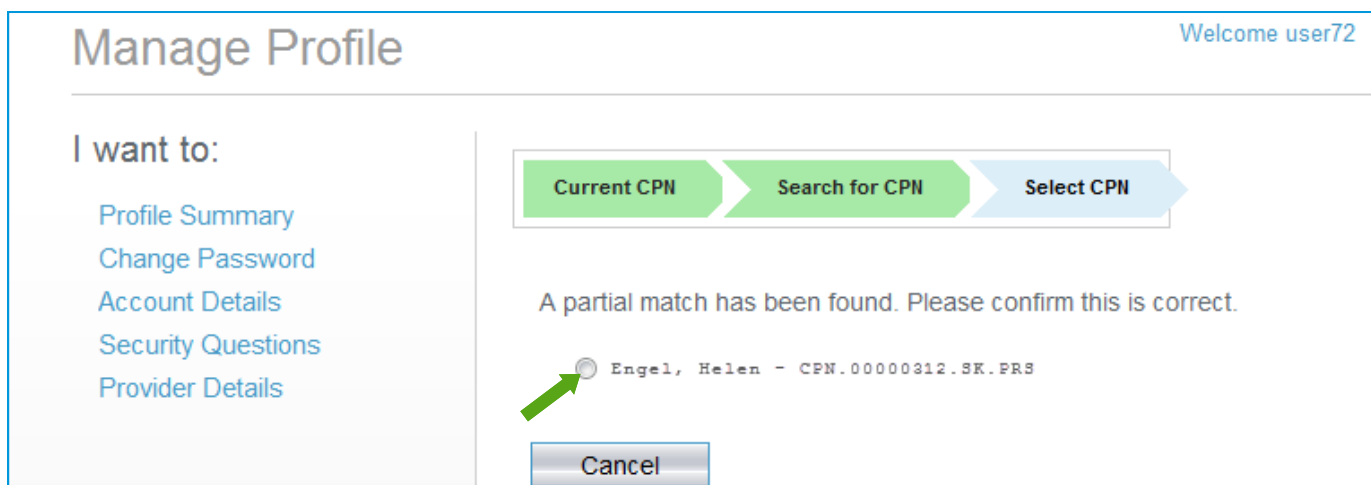
\* Required

Provider Type:-

Provider ID:-

**Search** **Cancel**

## Step 4 — Select an option (this step is only required if a partial match is found)



**Manage Profile** Welcome user72

I want to:

- Profile Summary
- Change Password
- Account Details
- Security Questions
- Provider Details

Current CPN → Search for CPN → Select CPN

A partial match has been found. Please confirm this is correct.

☒ Engel, Helen - CPN.00000312.SK.PRS

**Cancel**

### Step 3—Submit

Click the **Submit** Button

## Manage Profile

Welcome user72 | Logout of myeHealth |

I want to:

- Profile Summary
- Change Password
- Account Details
- Security Questions
- Provider Details

Current CPN

Search for CPN

Select CPN

A partial match has been found. Please confirm this is correct.

☒ Brown, John - CPN.00000155.SK.PRS

Submit

Cancel