

Medicaid Website PRISM Training Library Usage Guide



The PRISM Training Library

Overview

The Training Library is a collection of PRISM training videos grouped by Audience, then broken down by subsystem.

They are located at:

- <https://medicaid.utah.gov/c3-provider-training/>
- <https://medicaid.utah.gov/c3-state-user-training/>






Provider Trainings are those trainings specifically targeted for the Provider audience (our example for this document).

State User Trainings are trainings specifically targeted for the State User audience.

There will be some overlap since a few trainings are meant for multiple audiences.

C3 Training

Provider Trainings

-  Benefits Administration - BA
-  Care Management - Care
-  Case Management - Case
-  Claims and Encounters - CE
-  Contracts Management - CM
-  Eligibility and Enrollment - EE
-  Finance - FIN
-  General Services - GS
-  Prior Authorization - PA
-  Provider Enrollment - PRV



The PRISM Training Library

Group Search

Before opening any folder, in any Group, you can conduct a **Group Search** using any keyword, or combination of keywords. This will search in each folder for those keywords; this is useful if you already have an idea of what you are looking for but aren't sure exactly where it is.

1. In the **Search** field type your keyword(s). Since this is an active search, it will begin once you stop typing. In a few moments your results will appear. The search is *not* case sensitive.

Notice how the results are from multiple **Categories**.

2. Click the **Reset** button next to the Search field to clear your results. This reset button *only* clears the results of your search, it does not reset the library, so be careful not to confuse it with the **Click to Reset** button.

The screenshot displays the 'Provider Trainings' search results page. At the top right, there is a 'Click to Reset' button. Below it, a search bar contains the text 'PRISM access' and a 'Reset' button. A blue circle with the number '1' is placed over the search bar, and another blue circle with the number '2' is placed over the 'Reset' button. Below the search bar are two dropdown menus for 'Document Category' and 'Document Tag'. The main content is a table with columns: Title, Summary, Categories, Tags, and Link. Two results are shown, each with a 'View/Download' button. At the bottom left, there is a 'Show 25 per page' dropdown, and at the bottom right, it says '2 documents'.

Title	Summary	Categories	Tags	Link
Accessing FileNet	In this module, you will learn how to search for and export the list page data from PRISM to an Excel format.	General Services - GS	access, filenet, provider	View/Download
Accessing the Check Status Application/Referral Page	In this module you will be able to: Access the Check Status Application/Referral page from the Utah Medicaid website and External Links in PRISM.	Care Management - Care	application, check status, provider, referral, website	View/Download

Show 25 per page 2 documents



The PRISM Training Library

Folders and Search

Remember, Folders contain training modules based on their Subsystem, or **Category**. For example, the **Benefits Administration** – **BA** folder in the **Provider Trainings** Group contains all Provider trainings under the Benefits Administration – BA category.

The Benefits Administration – BA folder in the State User Trainings Group contains all State User trainings in that category. There will be some overlap since a few modules share audiences.

- 1. Clicking on a folder** will display the corresponding trainings after a brief pause while the listing loads.
- 2. Search Fields** allow you to search, by keywords, across each audience group.
- 3. Click to Reset** allows you to **Globally** reset the library display, clear all filters and search parameters. Simply click, and the page will refresh to its default settings.

Click to Reset is important, as you will see later, because each folder can be set to display individual results based on **Tags**. These tags are remembered until they are cleared. **Click to Reset** clears the set tags in all folders simultaneously, resetting them to their default state.

C3 Training

Provider Trainings

- Benefits Administration - BA
- Care Management - Care
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- Finance - FIN
- General Services - GS
- Prior Authorization - PA
- Provider Enrollment - PRV

3

Click to Reset

2 Search:

1



The C3 The PRISM Training Library

Columns

Once open, each folder displays **clickable columns**, allowing you to sort results alphabetically.

- 1. Title** – The title of training module
- 2. Summary** – A brief description of what is covered in each module
- 3. Categories** – This is the Subsystem which groups corresponding trainings
- 4. Tags** – Tags are **keywords**, based on title, description, and other metadata for each training module. **Clicking** on a specific tag will sort trainings that share that tag in that category. This can also be done by selecting a Tag from the **Document Tag** dropdown.
- 5. Link** – This column displays the **View/Download** button for each module. Clicking this button will launch the module in a new tab. This is how you begin your training.

The **Click to Reset** button will globally reset the library display to its default values.

C3 Training

Click to Reset

Provider Trainings

Search:

Benefits Administration - BA

Benefits Administration - BA | Document Tag

Title 1	Summary 2	Categories 3	Tags 4	Link 5
Rate Setting Overview	In this module, you will learn how the rate setting information is used by other subsystems to enforce State policy. You will also understand how the initial rates are loaded with a predefined interface file. The rates that are different based on factors we associate them with will also be discussed. This module will also discuss how managed care rates are maintained and approved.	Benefits Administration - BA	overview, provider, rate, setting	View/Download
Reference Information Overview	In this module you will learn how the reference information is used by other subsystems to enforce State policy. You will also understand the source, mode of update, and update frequency for reference information. This module also explains the associations between the code sets and other attributes required for managing the reference information.	Benefits Administration - BA	information, overview, provider, reference	View/Download
Viewing Medicaid Code and Rate Information: Provider	In this module, you will learn how to view Medicaid code and rate information.	Benefits Administration - BA	charge, mode, provider, rate, view	View/Download
Viewing?	In this module, you will identify the standard set of viewable	Benefits	approval,	View/Download

The PRISM Training Library

More About Tags

Tags are the most important function of this Library. They allow you to “zero in” on specific topics and keywords that may augment your **Search**.

1. To use **Tags**, you can click the **Document Tag** dropdown to reveal *all available* tags for each **Category** (Subsystem). Alternatively, for a more *relational* approach, click a tag in the **Tags** column to see matching training modules that share that specific tag.

An example: Under **Benefits Administration – BA**, I want to find all **Overview** trainings.

To do this, click the **Overview** tag in the **Tags** column. This will sort and display all modules in this category that share the **Overview** tag.

The **Click to Reset** button will globally reset the library display to its default values.

C3 Training

Click to Reset

Search:

Provider Trainings

Benefits Administration - BA

Title	Summary	Categories	Tags	Link
Rate Setting Overview	In this module used by other understand how interface file. associate ther discuss how	Benefits Administration - BA	overview, provider, rate, setting	View/Download
Reference Information Overview	In this module used by other subsystems to enforce State policy. You will also understand the source, mode of update, and update frequency for reference information. This module also explains the associations between the code sets and other attributes required for managing the reference information.	Benefits Administration - BA	information, overview, provider, reference	View/Download



Please don't hesitate to experiment with the PRISM Training Library, you won't break it!

If you have any questions about these training modules, please contact the PRISM Training Team:

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For suggestions, technical questions, or to report issues, please contact:

- Collin Turner - clturner@utah.gov

Thank you!