

## **PAN Pharmacy Portal: How to Validate Accounts**

As part of PAN's annual portal validation requirement, portal administrators must validate their organization's information to maintain portal access for their entire organization.

Portal administrators must follow the steps below to complete the validation process:

1. Log in to the <u>PAN Pharmacy Portal</u>.

Once logged in, you will see a message about the portal validation requirement and have the option to select **Validate** to begin the process or **Skip** to postpone validation for a later time.

Hello Administrator,

Thank you for logging in to the Patient Access Network (PAN) Foundation Portal. In the next 30 days, please complete the below validation of your organization's users, providers and locations. If a portal user has not been validated by September 10, 2019, their access to the portal account will be declined. Select the below validation button to start the process, or select the skip button to complete at a later date. If you have any questions, please call us at 1-866-316-7263, option # 4 Monday through Friday, 9 a.m. to 7 p.m.



- 2. Select Validate to begin the process. You will be directed to the Manage Users page.
- 3. Within the Manage Users page, you will see a list of portal users linked to your organization.

Account Info	rmation					
	My Account	Manage Users	Manage Locations			
Users in m	y Organization					+ Add New User
Username	Name	Account Type	Role	Status	Review Status	Action
bellisima	Belle Yeux	Pharmacist	Administrator	Active	Not Reviewed	Review 🧲

4. Select **Review** to verify the user's information.



5. Within the **Validation Reason** drop down menu, select the appropriate category. For an explanation of each validation reason, please review our <u>Portal Validation FAQs</u>.

* Validation Reason	Select a Reason	*
Username	Addingnewuser	
Password	****** Reset Password	
Account Type	Case Manager	
* First Name	Рор	
Middle Name		
* Last Name	Corn	
NPI		
Security Role	User	¥
referred Communication Method	Fax	¥
* Email Address	srbrown2+popcorn4@gmail.com	
Phone	(967) 890-9899 Ext	
* Fax	(456) 776-6890	
Email Alerts	Yes, I want to receive Email Notifications No, I do not want to receive Email Notification	5
Email Alerts	Yes, I want to receive Email Notifications     No, I do not want to receive Email Notification     Cancel Save Profile Changes	5

Once a category is selected, click **Save Profile Changes**.

a. If the portal user is still with your organization, you will be directed back to the Manage Users page where the user will be marked as **Reviewed**.

Users in my O	rganization					+ Add New User
Username	Name	Account Type	Role	Status	Review Status	Action
Addingnewuser	Pop Com	Case Manager	User	Active	Reviewed	Edit

b. If the portal user is no longer with your organization or no longer needs portal access, you will be asked to confirm user deletion by selecting **OK** when prompted.

Are you sure you want to delete this User?
OK Cancel

6. Once you have saved the profile changes, you will be directed back to the Manage Users page where you must repeat steps 3-5 for each remaining user.



7. After reviewing all users, please click the **Manage Locations** tab to review the locations linked to your organization.

PAN Foundation		Patients	Claims	Disease Funds and Medications	Fund Re-open List	Enroll New Patient
Account Information						
My Account	Manage Users		Manag <mark>e Lo</mark>	ocations		

8. Select **Review** to verify the location's information.

Office Name	Address	Phone	Ext	Fax	NPI	Tax ID	Review Status
PPG2Eye Associates	56987 Rockville Pike, Bethesda, MD 20814	(301) 891-8542		(301) 891-0000	0521684798	69-5600561	Not Reviewed
Other Loc	ations						
Office Name	Address	Phone	Ext	Fax	NPI	Tax ID	Review Status
Office Name	Address 3274 Lothian Rd, Fairfax, VA 22031	Phone (202) 661-8086	Ext	Fax (202) 456-7886	NPI 6424242441	Tax ID 71-7181811	Review Status
Office Name	Address 3274 Lothian Rd, Feirfax, VA 22031 56987 Rockville Pike, Bethesda, MD 20814	Phone (202) 661-8086 (240) 889-9604	Ext	Fax (202) 456-7886 (254) 999-7777	NPI 6424242441 8456789098	Tax ID 71-7181811 76-5987654	Review Statu Not Reviewed Not Reviewed

9. Within the **Validation Reason** drop down menu, select the appropriate category. For an explanation of each validation reason, please review our <u>Portal Validation FAQs</u>.

Once a category is selected, click **Save Profile Changes**.

My Account Mana	age Users Manage Providers Manage Locations
* Validation Reason	Select a Design
* Location Name:	PPG2Eye Associates
* Street Address:	56987 Rackville Pike
Suite / Bldg #:	
* City:	Bethesda
' State:	Maryland *
* ZIP:	20814
*Phone Number:	(301) 891 8542
Phone Ext:	726 201 2020
Pat number.	Panilosi.com
'NPE	0521684798
TIN:	69-5600561
Blake Printary Location	



a. If the location is still affiliated with your organization, you will be directed back to the Manage Locations page where the location will be marked as **Reviewed**.

Office Name	Address	Phone	Ext	Fax	NPI	Tax ID	Review Status	Action
PPG2Eye Associates	56987 Rockville Pike, Bethesda, MD 20814	(301) 891-8542		(301) 891-0000	0521684798	69-5600561	Reviewed	Edit
Other Loc	ations							Add Locat
Other Loc	ations Address	Phone	Ext	Fax	NPI	Tex ID	Review Status	Add Locat Action

b. If the location is no longer affiliated with your organization or never was, you will be asked to confirm location deletion by selecting **OK** when prompted.

Account Information	voyagerhcpportaluat.caremetx.com says Are you sure you want to delete this Location?	s Fund Re-open List Enroll New Patien
My Account Ma	OK	tions
* Validation Reason	Location no longer affiliated with the organization	
* Location Name:	ICARE	
* Street Address:	3274 Lothian Rd	
Suite / Bldg #:		
* City:	Fairfax	
* State:	Virginia •	
* ZIP:	22031	
*Phone Number:	(202) 661-8086	
Phone Ext:		
* Fax Number:	(202) 456-7886	
*NPI:	6424242441	
*TIN:	71-7181811	
Make Primary Location		
	Cancel Save Profile Changes	

10. Once you have saved the profile changes, you will be directed back to the Manage Locations tab where you must repeat steps 12-13 for each remaining location.



11. When all locations have been reviewed, your completion of the portal validation process will be confirmed. Select **OK** to be directed to the Patient Dashboard.

PAN Foundation				Notifications 🚺	Messaging	Help	M. TuWork -			
	Patients	Claims	Disease Funds	and Medications	Fund Re-open List	Enro	oll New Patient			
Thank you for verifying your Portal Account.										
		Ok								