

# Quick Reference Guide: Identifying Your Role Within PNM

## Provider Administrator Role:

Once logged into PNM, there are multiple buttons on the homepage, located above the table. An Administrator role will include the following:

- **My Providers:** Refreshes the list of providers that display on your homepage/dashboard.
- **Account Administration:** This button allows you to set up Agent users, assign them actions/roles, and transfer the Provider to another Account Administrator.
- **New Provider ?:** This button is used to start a new enrollment application for any 'new' (first time enrolling with ODM, ODA, or DODD) Ohio Medicaid Provider that you will be responsible for administering.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
<a href="#">517946</a>	<a href="#">Training Medical Group</a>	Complete	21 - Professional Medical Group	1245585009	9999876	Professional Medical Group				02/09/2022	06/05/2025	02/09/2027

## Provider Agent Role:

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
<a href="#">517946</a>	<a href="#">Training Hospital</a>	Complete	Hospital	1821205840	9999879	General Hospital				03/09/2022	06/04/2025	12/03/2027

- An Agent role will only include the **“My Providers”** button as defined below:
- **My Providers:** Refreshes the list of providers that display on your homepage/dashboard.

## For More Information:

If you are seeking information on other processes in PNM (setting up Agent users), please click on **‘Learning’** located in the toolbar at the top of the page in PNM to **access guides/materials**

.If you need to link your Administrator account to an existing provider (NPI/Medicaid ID), please have the provider complete the **Provider Administrator Change Request form** and email the completed form to [ihd@medicaid.ohio.gov](mailto:ihd@medicaid.ohio.gov) with **‘Administrator Change Request’** in the subject line.