

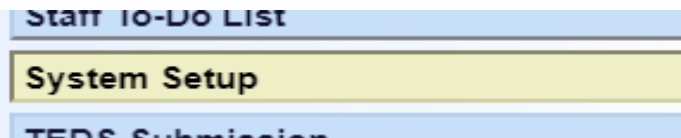
New Provider Staff ID set up in MHWIN – Quick Tips

***PLEASE NOTE- this process does not apply to Hospitals. If the Provider is a hospital, they must submit the New Hire forms for all staff who need access to MHWIN as hospital staff records are managed by DWIHN. They need to include their Billers, (if third party, parent company etc.) on a New Hire form as well.**

1. The New Hire Staff Record Request form can be found at DWIHN.org under the Provider Supports tab, then go to the green MHWIN box & select Instructions and Guidelines. A ticket will automatically be generated and sent to the MHWIN Help Desk.

**New Hire Staff Record Request
Form (MHWIN)**

2. Once the Staff File Maintenance Staff (AKA – administrator) is set up by the Helpdesk, that person should submit a New Hire form for each Staff person who will require a Staff ID in the system. The Helpdesk will conduct a record search in MHWIN to see if that Staff record already exists.
3. If it does exist, the Helpdesk will update the record and assign the Staff to the Provider.
4. If it does NOT exist, the administrator will receive notice to go ahead and set up the Staff ID based upon the instructions below.
5. Go to the System Set up Tab on the left of the MHWIN screen:



6. Go to Staff Directory Link

[Staff Directory](#)



Update Staff and System User information including user name, address, and system function authorization. [+ myPage](#)

7. Select the 'Add Staff Member' option:
 - For standard Mental Health services, select PIHP as the affiliation; For SUD, affiliate should be DWMHA-SUD.
 - Your company's information should be pre-populated under the "Primary Provider" section.

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Staff

Affiliate / PIHP
*PIHP Staff

Primary Provider **lookup** **clear**
Select a location / provider for provider staff
The ARC of Western Wayne County

Address

City State Zip

- Complete all identifying information; including the practitioner type fields (mark Not Applicable if this is not a credentialed staff).

First Name Middle Initial Last Name

Date of Birth

Last 4 SSN

Phone Fax Email Address

Automatically Send Calendar Appointments to Email

Hire Date Termination Date

Title

State ID / Driver's License Number

Supervisor **lookup** **clear** Department (Agency Staff Only)
* Select Department (Agency Staff Only)

Primary Practitioner Type Additional Practitioner Type
* Select Primary Practitioner Type * Select Additional Practitioner Type

- Under “User Information” select the first option for staff members that will not need to access MHWIN;

User Information

Staff Type
Other

Select if this staff will not have a User ID and will never log into EMR system
 Select to connect this staff to an existing User ID
 Select to create a User ID specified above for this staff
 Check here if this staff member is no longer active

- Click Save.
- If your employee needs a user account, please contact the Helpdesk and we will assist with setting up the necessary access in MHWIN.

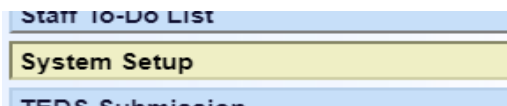
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NOTE: There is a limit of 2-3 Staff File Maintenance personnel per Provider Organization

Important Note:

MHWIN provides the ability for providers to run a report showing their staff in MHWIN. To do so, follow the steps outlined below:

1. Go to the System Set up Tab on the left of the MHWIN screen



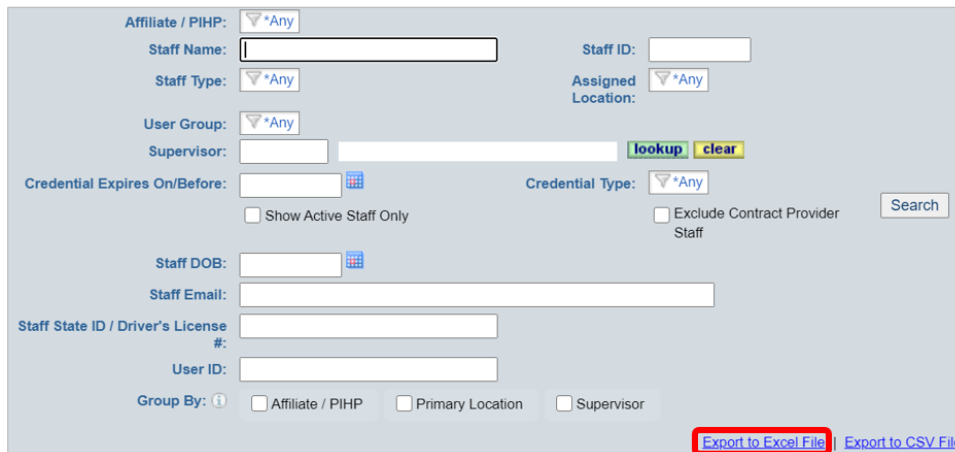
2. Go to Staff Directory Link

[Staff Directory](#)

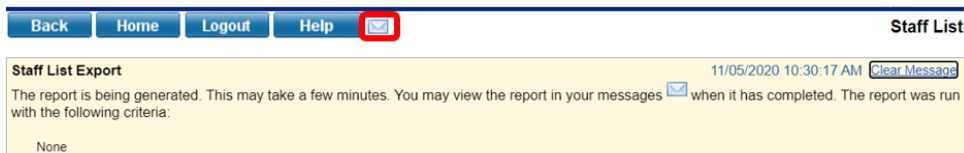


Update Staff and System User information including user name, address, and system function authorization. [+ myPage](#)

3. Select 'Export to Excel File'

A screenshot of the MHWIN Staff Directory search and filter interface. The interface includes various search criteria such as Affiliates, Staff Name, Staff Type, User Group, Supervisor, Credential Expires, Staff DOB, Staff Email, Staff State ID, and User ID. There are also checkboxes for 'Show Active Staff Only' and 'Exclude Contract Provider Staff'. At the bottom right, there are two buttons: 'Export to Excel File' (highlighted with a red box) and 'Export to CSV File'.

4. As the report is being completed, a message at the top of the screen will be displayed and user can locate report in the messages for review



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