



# Prescriber Training Checklist

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November 4, 2021

## Gain Access to the Medi-Cal Rx Secured Provider Portal

This checklist is a step-by-step guide to gaining access to the Medi-Cal Rx Secured Provider Portal and the following training.

### Step 1. Register via the User Administration Console (UAC)

#### UAC Training

All Medi-Cal Rx pharmacy providers, prescribers, and their staff will need to complete secure registration to access the secured areas of the Medi-Cal Rx Provider Portal. Access to the Medi-Cal Rx Secured Provider Portal starts with registration via the UAC application. To move on to Step 2, you will need to successfully complete all of Step 1.

#### Registration Steps

1. Request PIN – Visit the [UAC](#) and click the **Register** option.
2. Receive PIN – PIN will be sent by USPS.
3. Register with PIN – Return to [UAC](#) and click the **Complete Registration** option.
4. Validate your account – Click the **Activation** link in the email.
5. Add Users and User Roles – Within [UAC](#), add your organization's users and assign their roles.

#### Resources

- [UAC Quick Start Guide](#)
- YouTube Highlight: [UAC Tutorial #1 – Start Registration Process](#)
- YouTube Highlight: [UAC Tutorial #1a – Alternate Address Instructions](#)
- YouTube Highlight: [UAC Tutorial #2 – Complete Registration](#)
- YouTube Highlight: [UAC Tutorial #3 – Granting Access for Yourself and Staff](#)

- [Navigating the Medi-Cal Rx Web Portal Flyer](#)
- [User Administration Console \(UAC\) Getting Started Flyer](#)
- [Medi-Cal Rx Subscription Service \(MCRxSS\) Flyer](#)
- [Medi-Cal Rx Contact Information](#)



- Assign roles to the Delegated Administrator account prior to adding Standard User roles.

## Step 2. Sign Up for the Medi-Cal Rx Subscription Service (MCRxSS)

### Sign Up for the Medi-Cal Rx Subscription Service (MCRxSS)

The MCRxSS is a free service that keeps you up to date on the latest Medi-Cal Rx news. Subscribers receive subject-specific emails for urgent announcements and other updates shortly after they post to the Medi-Cal Rx Web Portal.

#### Resources

[Medi-Cal Rx Subscription Service \(MCRxSS\) Flyer](#)

## Step 3. Request a Saba<sup>SM</sup> Learning Management System (LMS) Navigation Session

### Request a Saba Learning Management System (LMS) Training

Saba LMS is the one-stop shop for Education and Outreach information for Medi-Cal Rx pharmacy providers and prescribers. Topics to be covered during the Saba training sessions include how to view the Education and Outreach Events Calendar, how to register to attend an event or take an online course, and how to complete evaluations of training effectiveness.

## Resources

- [Medi-Cal Rx Saba Provider Job Aid](#)
- [YouTube Highlights](#)
- Specific dates and training sessions for providers to enroll in Saba LMS training: [Saba Training Calendar](#)
- [Medi-Cal Rx Training Flyer](#)
- [Medi-Cal Rx Contact Information](#)



- Use Google Chrome<sup>SM</sup> when accessing Saba to avoid issues accessing content.
- Please help enhance future trainings by participating in the course evaluation after each course is successfully completed.

## Step 4. Medi-Cal Rx Transition, Resources, and Provider Portal Training

### **Medi-Cal Rx Transition, Resources, and Provider Portal Training**

This training is intended to give prescribers an overview of the Medi-Cal Rx transition and the resources that are available on the Medi-Cal Rx Provider Portal. Topics that will be covered in this training include the following:

**Medi-Cal Rx Transition and Resources Webinar** – Medi-Cal Rx Implementation and changes for Prescribers

### Resources

- Specific dates and training sessions for providers will be posted in the [Saba Training Calendar](#)
- [Medi-Cal Rx Contact Information](#)
- [Medi-Cal Rx Provider Manual](#)

## Step 5. Prior Authorization (PA) Training

### Prior Authorization (PA) Training

A PA, previously known as a Treatment Authorization Request (TAR), requires providers to obtain approval before rendering pharmacy services such as prescriptions. This training will be intended for pharmacy providers and prescribers that plan to use the new Medi-Cal Rx Secured Provider Portal to submit PAs.

#### Resources

- [Medi-Cal Rx Prior Authorization \(PA\) Job Aid](#)
- Specific dates and training sessions for providers to enroll in PA training: [Saba Training Calendar](#)
- [Medi-Cal Rx Contract Drugs List](#)
- [Medi-Cal Rx Options for PA Submission Guide](#)
- [Five Ways to Submit a Prior Authorization \(PA\) Flyer](#)
- [PA Case Review Process Flyer](#)
- [Medi-Cal Rx Contact Information](#)

If you have questions, please contact us: [MediCalRxEducationOutreach@magellanhealth.com](mailto:MediCalRxEducationOutreach@magellanhealth.com).