



# Prescriber Training Checklist

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April 22, 2022

This prescriber training checklist is recommended as a way to develop a comprehensive understanding of Medi-Cal Rx and its training opportunities.

## Register for the User Administration Console

All Medi-Cal Rx prescribers and their staff are recommended to register for the User Administration Console (UAC) to access the Medi-Cal Rx Secured Provider Portal.

### Resources to Assist with UAC Registration

- [UAC Quick Start Guide](#)
- YouTube: [UAC Tutorial #1 – Start Registration Process](#)
- YouTube: [UAC Tutorial #1a – Alternate Address Instructions](#)
- YouTube: [UAC Tutorial #2 – Complete Registration](#)
- YouTube: [UAC Tutorial #3 – Granting Access for Yourself and Staff](#)
- [Navigating the Medi-Cal Rx Web Portal Flyer](#)
- [Getting Started with Medi-Cal Rx Flyer](#)

## Sign Up for the Medi-Cal Rx Subscription Service

The free [Medi-Cal Rx Subscription Service](#) (MCRxSS) keeps you up to date on the latest [Medi-Cal Rx Bulletins & News](#). Subscribers receive subject-specific emails for urgent announcements and other updates shortly after they post to the [Medi-Cal Rx Provider Portal](#).

## Request a Saba<sup>SM</sup> Learning Management System Training Session

The Saba<sup>SM</sup> Learning Management System (LMS) is a one-stop shop for Medi-Cal Rx prescribers seeking Education & Outreach (E&O) training. Refer to the [Medi-Cal Rx Saba<sup>SM</sup>](#)

[Provider Job Aid](#) for detailed instruction to navigate and access Saba<sup>SM</sup>. To enroll for trainings in Saba<sup>SM</sup>, UAC registration is required, and you must be granted the Saba<sup>SM</sup> LMS role. To avoid issues loading Saba<sup>SM</sup> content, use the Google web browser.

## Participate in the Medi-Cal Rx 101 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 what has changed, and a high-level overview of claims and prior authorization (PA) submissions. Instructor-led training sessions can be found in the [Saba<sup>SM</sup> Training Calendar](#). Pre-recorded trainings are available on the [Medi-Cal Rx YouTube Channel](#).

## Participate in PA Training

A PA requires providers to obtain approval before rendering certain services such as prescriptions. This training is intended for pharmacy providers and prescribers that plan to use the Medi-Cal Rx Secured Provider Portal to submit PAs. Pre-recorded trainings are available in the [Saba<sup>SM</sup> Learning Catalogue](#) and on the [Medi-Cal Rx YouTube Channel](#).

## PA Resources

- [Medi-Cal Rx Prior Authorization \(PA\) Job Aid](#)
- [Prior Authorization \(PA\) Form \(DHCS 6560\)](#)
- [Medi-Cal Rx Contract Drugs List](#)
- [Medi-Cal Rx Options for PA Submission Guide](#)
- [PA Case Review Process Flyer](#)
- [Medi-Cal Rx Approved NDC List](#)

## Additional Resources

- [Medi-Cal Rx Provider Manual](#)
- [Medi-Cal Rx Contact Information](#)
- [Customer Service Center \(CSC\) Main Menu Prompt Options Flyer](#)

## Contact Information

- Medi-Cal Rx Customer Service Center toll-free number: 1-800-977-2273, available 24 hours a day, 7 days a week, 365 days per year.
  - Hearing-impaired callers can select option 7 for TTY.
- For training support, contact a Pharmacy Service Representative (PSR) at [MediCalRxEducationOutreach@magellanhealth.com](mailto:MediCalRxEducationOutreach@magellanhealth.com).