



Medi-Cal Rx Web Portal Registration & Training Update

October 16, 2020; Rev. December 31, 2020

The Department of Health Care Services (DHCS) began publishing articles regarding Medi-Cal Rx in April 2020. This is the seventh article in the series. The intent of these articles is to ensure that Medi-Cal prescribers and pharmacies, and other interested parties, are better informed for the upcoming Medi-Cal Rx transition.

The transition of all administrative services related to Medi-Cal pharmacy benefits billed on pharmacy claims from the existing intermediaries, Medi-Cal Fee-for-Service (FFS) or Managed Care Plans (MCPs), to the new Medi-Cal Rx vendor, Magellan Medicaid Administration, Inc. (Magellan), goes into effect on April 1, 2021.

Medi-Cal Rx Web Portal

As previously announced, the functionality for the [Medi-Cal Rx Web Portal](#) is being implemented in stages. The first stage, which was implemented in June 2020, introduced publicly available features and content. Prescribers, pharmacy providers, and beneficiaries can visit the site to review current program information and sign up for the [Medi-Cal Rx Subscription Service \(MCRxSS\)](#). This is a free service that keeps the public up to date on the latest Medi-Cal Rx news.

The next stage, which will be implemented in the coming weeks, will give interested parties access to provider bulletins and manuals for newly added features. Medi-Cal Rx is now enhancing the Web Portal and introduced the secure Provider Portal. MCPs and providers have the ability to sign up for training and education events through this secure portal.

Prior to accessing the secure Provider Portal, all providers are required to first complete registration via the User Administration Console (UAC) application. If providers have not yet completed the first stage of registration, please review the [Medi-Cal Rx Web Portal and Training Registration](#) document for instructions on getting started.

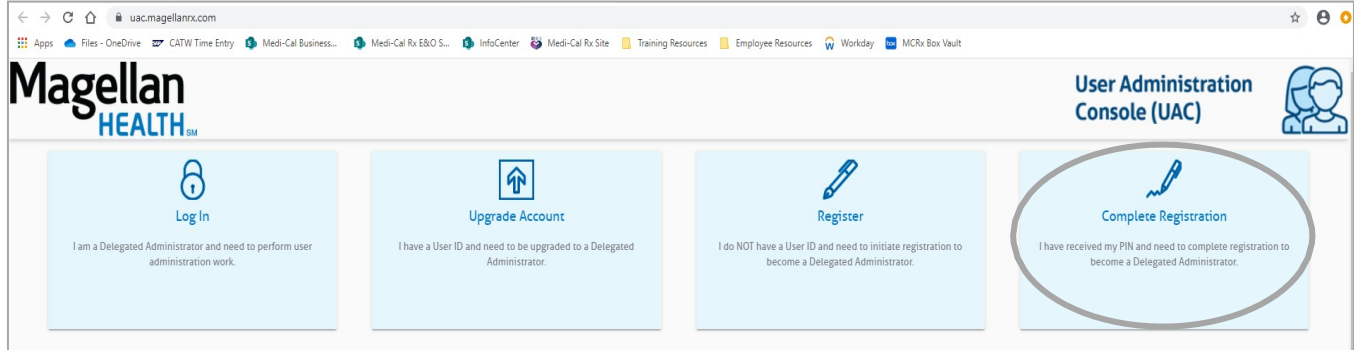
UAC Registration

After providers have completed the first stage of UAC registration to request a PIN letter, they

will need to return to the [UAC website](#) and complete registration after receiving the PIN letter via standard mail. When returning to UAC to enter the PIN, providers should click on the

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“Complete Registration” tile on the far right-hand side of the UAC screen to access the appropriate page for completing UAC registration.



Once providers have completed registration, they will need to designate a single point of contact to manage employee access to the secured Medi-Cal Rx Web Portal. This contact is known as a Delegated Administrator. This individual will register and create a single User ID and Password to become the Delegated Administrator for one or more pharmacy providers or prescribers and will be responsible for granting access to various applications.

All Medi-Cal Rx providers, including pharmacies, prescribers, and their staff, will need to complete secure Web Portal registration in order to access education and outreach training calendars, training course enrollment, and resources located in the Medi-Cal Rx Learning Management System (LMS), Saba. All education and outreach events will be posted in a calendar on Saba and providers will have the ability to enroll in web-based instructor-led or computer-based training. To access Saba, providers will need to utilize the UAC application at www.Medi-CalRx.dhcs.ca.gov.

Additional UAC office hours were added for October and November to assist providers in successfully completing UAC registration. To register for an Office Hours session, please email the Medi-Cal Rx Education and Outreach Team at MediCalRxEducationOutreach@MagellanHealth.com and provide the following information in your email:

- Name of individual
- Provider name
- National Provider Identifier (NPI)
- Phone #
- Email address
- Preferred date and time of Office Hours session

UAC Office Hours	
Dates	Times
Tuesday, October 13	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Thursday, October 15	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Tuesday, October 20	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Thursday, October 22	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Tuesday, October 27	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Thursday, October 29	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Monday, November 2	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Friday, November 6	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Monday, November 9	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Friday, November 13	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Monday, November 16	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., or 1 p.m. – 2 p.m.
Monday, November 23	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., or 1 p.m. – 2 p.m.

Training Information – Saba

Saba is the one-stop shop for education and outreach information for Medi-Cal Rx providers. 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.

Training sessions for Saba will be offered via a series of computer-based trainings (CBTs) and job aids with step-by-step instructions. In addition, the Medi-Cal Rx Education and Outreach Team will offer live webinar sessions via Hewlett Packard Enterprise (HPE) MyRoom™. To register to attend a live webinar, please email Medi-Cal Rx Education and Outreach at MediCalRxEducationOutreach@MagellanHealth.com and provide the following information in your email:

- Name of individual
- Provider name
- NPI
- Phone #
- Email address
- Preferred date and time of Saba training session

Additionally, providers will need to confirm in their email that they have completed the following tasks when sending a request for Saba training:

- Registered successfully for UAC
- Received a PIN letter and completed UAC Registration
- Registered as the Delegated Administrator or have been created as a user by the Delegated Administrator
- Have added or been granted access to the Saba application

Saba Training Sessions	
Dates	Times
Monday, October 19	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Wednesday, October 21	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Monday, October 26	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Wednesday, October 28	10 a.m. – 11 a.m. or 2 p.m. – 3 p.m.
Tuesday, November 3	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Wednesday, November 4	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Thursday, November 5	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Tuesday, November 10	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Wednesday, November 11	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.
Thursday, November 12	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., 1 p.m. – 2 p.m., or 2 p.m. – 3 p.m.

Saba Training Sessions

Dates	Times
Friday, November 20	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., or 1 p.m. – 2 p.m.
Monday, November 30	9 a.m. – 10 a.m., 10 a.m. – 11 a.m., or 1 p.m. – 2 p.m.

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