Provider Treatment
Portal User Guide

THE SMARTER WAY TO SUBMIT AND TRACK APTP FORMS
Welcome to Procura’s Provider Treatment Portal User Guide. This new portal provides a fast, secure and efficient way for medical providers treating patients injured in automobile accidents to submit and track APTP (Attending Provider Treatment Plan) forms and outcomes. In this guide, we’re going to walk you through setting up your account and how to submit APTP forms and track the status.

To access the portal, enter the following address into your browser:

http://providerhub.procuranet.com

Please acknowledge the User Agreement by checking the box at the bottom of the screen.

A secondary dialog box will be displayed to verify that you are agreeing with the terms on the opening page.

If you have not created an account, please click the “Create New Account” link just below the “Log In” button.
CREATING NEW ACCOUNT

By selecting this option, you will be able to create an account and start using the system. You will be asked to enter your contact information along with your provider’s information.

Any field identified in red or with an asterisk (*) is a required field.

After pressing the “Submit Application” button, you will get a message stating you will receive an email with your credentials.

FIRST TIME LOGIN

The first time you log in with your emailed credentials, you will be asked to enter a passcode. This double authentication ensures proper security, both for the provider and for Procura.
Follow the instructions on your screen and enter your new password along with the passcode that was emailed to you. If all is completed correctly, you will see a message that states your password has been updated.

The Passcode will also follow in an email.

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LOGGING IN

All subsequent log-ins will only require you to enter your username and password to gain access to the site as shown in the First Step section.

FORGOT PASSWORD

If you forgot your password, please click the link labeled “Forgot your Password?” just below the “Log In” button. A new password will be sent to you via email. At this time, please follow the First Time Login instructions.

ENTERING YOUR FIRST APTP

After successful login, you will be prompted to select from the provider list you supplied when you created your account.

You will then have a listing of all Plans that are partially completed and not submitted and a list of Plans that are waiting acceptance. See Active Plans for more details. For the first time, you should not see any plans listed here.
If you want to switch Providers, clicking the “Change” link will display the providers again and you will be able to select another.

At the bottom of this display, you can click on the “Create New APTP” button or click the menu at the top labeled NEW APTP. This will display a new APTP form for your entry.

**MENU TABS**

The HOME tab at the top will always display the “Current Provider” screen as shown in Entering Your First APTP.

Pressing the NEW APTP tab will start a new APTP form as shown in section APTP Information Entry. The remaining menu tabs at the top will be explained later in this document.

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**APTP INFORMATION ENTRY**

As you enter your information into the APTP form, please be aware of the mandatory fields labeled in red and with an asterisk (*).

All date fields can be manually entered or via the dropdown box when clicking in a date field. A “Save Form” button is available to save your work if not ready for submittal. These can be retrieved later on the Active Plans page after log in or by pressing the HOME tab.
ELECTRONIC SIGNATURE

At the bottom of the APTP form, you must check the “completed and reviewed” checkbox. In addition, you must type the provider’s name as it was entered in the point of contact or “My Provider’s Info” section when you created the account. Also, please enter today’s date.

When pressing the “Submit Form” button, these fields act as an electronic signature and are the equivalent of a handwritten signature.

SUBMITTED APTP

When submitting your APTP, if the patient’s name, DOB, and insurance company do not match the records within our case management system (RMS), the submission will be under review. You will receive a confirmation email with the APTP attached when the form has been successfully received within our system.

If all these fields match within our case management system (RMS), then you will receive an email showing the assigned treatment plan number.

ACTIVE PLANS

When you first login and select a Provider or press the HOME tab, a display will show all APTP forms that are partially completed, but not submitted, and submitted forms that are pending review.
When entering a form, you can click the Save button for later retrieval. If you are missing a field or there was a data entry error, you can save the form for later retrieval. As you can see above, Jim Smith has been partially completed, but not submitted. If you click the “Open Plan” button, you will return to the data entry mode for these plans.

Once a form is submitted, it cannot be edited. In the example, John Doe’s form was submitted, but the claim number was incorrect. The Procura Pre-cert Staff will review this submittal. If you click the “Open Plan” button, you will be in view-only mode since this was submitted and is requiring AIMS for review and final submittal.

The HISTORY tab will display all previously submitted forms. Any time that an APTP form is submitted to Procura and enters the case management system (RMS), it will be displayed on this screen.
One of the nice features of this system is relaying information back to the provider. First, click on the “Show Treatment Plan Lines” link to display CPTs for this plan. If you hover the mouse over a “Modified” Outcome, it will show you the change that was made.

Another nice feature is to display all documents that have been attached to this submittal. Clicking on the “RMS Docs” button will display these.

If you click on one of the PDF links, this will display the selected document.

If you want to start another plan with the current information, clicking the “New APTP” button will create a Follow-up Submission.

In the event that the point of contact changes or you wish to add another provider that you support, click the MY ACCOUNT tab at the top.
Another feature is changing your password. Even though the system requires you to change your password every 60 days, you can change it on this page at any time by clicking “Change Password”.

If you wish to add another provider, that can be entered at the end of the page by clicking the “Add New Provider” button.

Clicking the LOGOUT tab at the top will end your session.

We hope you find this guide to be valuable in assisting you with submitting APTP forms with ease! Please be aware that this user guide is designed to assist you, but its accuracy, completeness, or suitability for any particular purpose are not guaranteed. Procura Management, Inc. reserves the right to make changes to any and all parts of this publication at any time, without any obligation to notify any person or entity of such changes.

If you have questions or feedback, please contact us at AIMSAdmins@procura-inc.com or 1-800-275-9485 – Precertification Option #1.