



NGSConnex-Account Management

5/22/2025

Closed Captioning: Auto-generated closed captioning is enabled in this course and is at best 70-90% accurate. Words prone to error include specialized terminology, proper names and acronyms.





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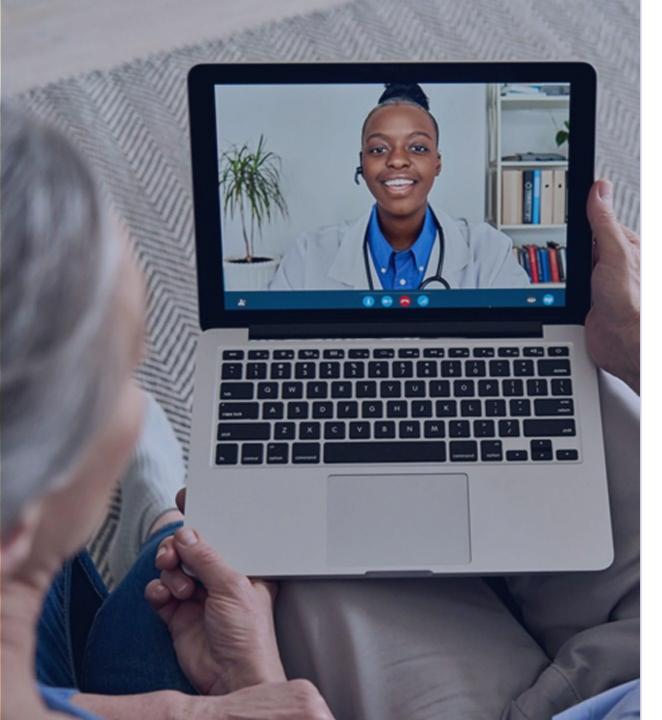


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Objective

After this session, attendees will have a better understanding of account management within NGSConnex. We will review how to resolve login issues and account suspensions. We will also review Local Security Officer responsibilities, editing the user profile, updating access in NGSConnex, and adding additional provider accounts to profile.



Today's Presenters

Kathy Mersch

Provider Outreach and Education Consultant



Michael Dorris

Provider Outreach and Education Consultant





Agenda

Login Issues

Account Suspensions

Local Security Officer Responsibilities

Edit User Profile

<u>Update Access</u>

Add Additional Provider Accounts

<u>Resources</u>

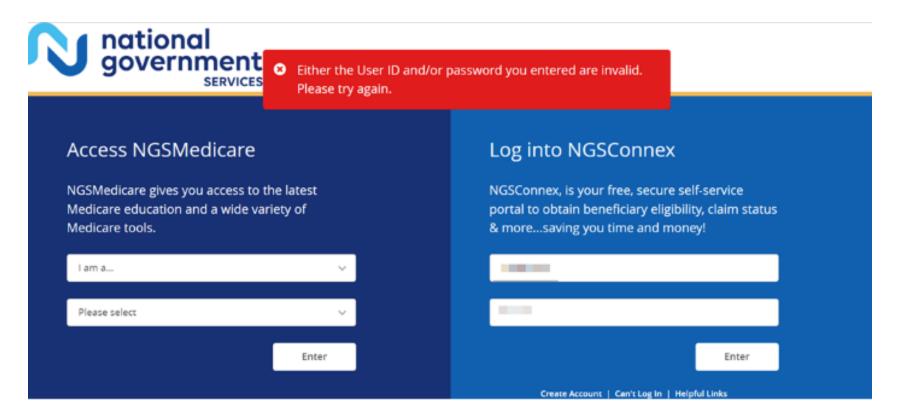
<u>Questions</u>





Login Issues

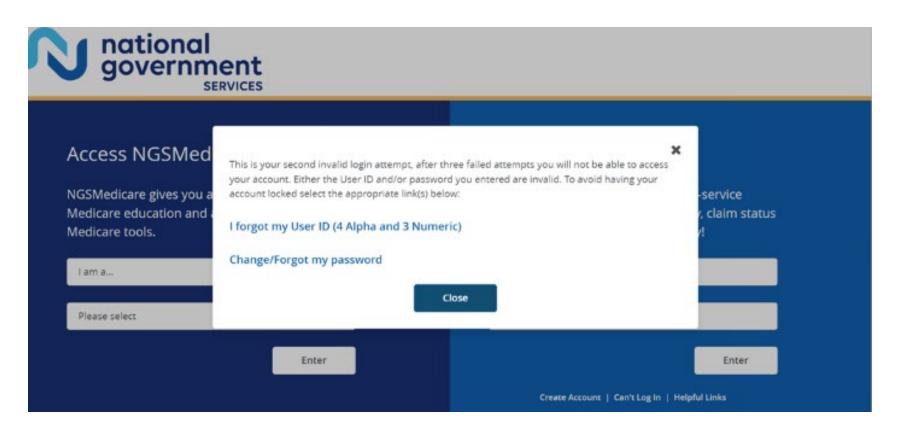
Change/Forgot My Password







Error Message



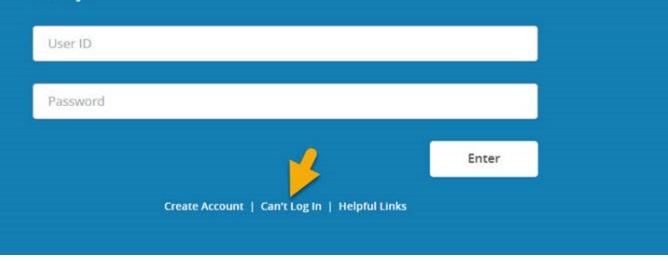




Can't Log In Link

Log into NGSConnex

NGSConnex, is your free, secure self-service portal to obtain beneficiary eligibility, claim status & more...saving you time and money!







Change/Forgot My Password Link



Change/Forgot my password

Login Help Needed

Close





×

User ID

Enter the User ID associated with your NGSConnex account.

User ID

Get User Info



20



×

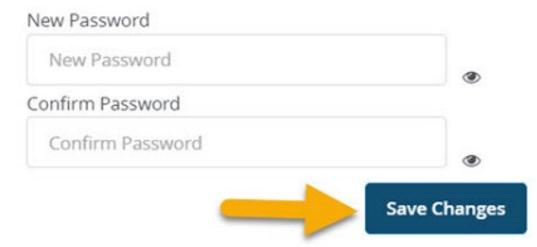
Challenge Question







Change Password







×

Forgot My User ID

Log into NGSConnex

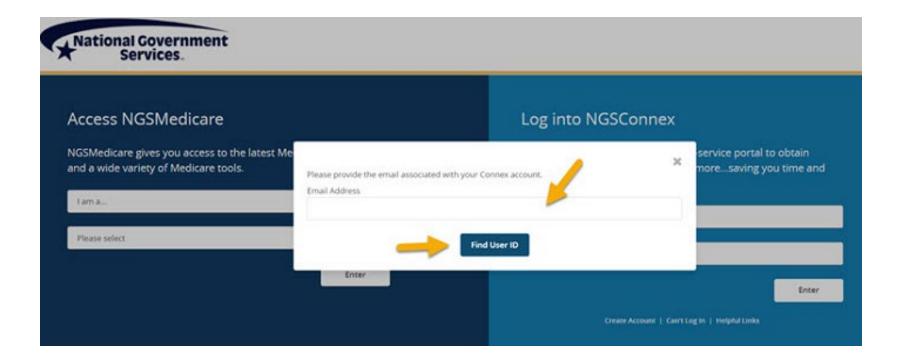
NGSConnex, is your free, secure self-service portal to obtain beneficiary eligibility, claim status & more...saving you time and money!

User ID	
Password	
2	Enter
Create Account Can't Log In Helpful Links	





Find User ID

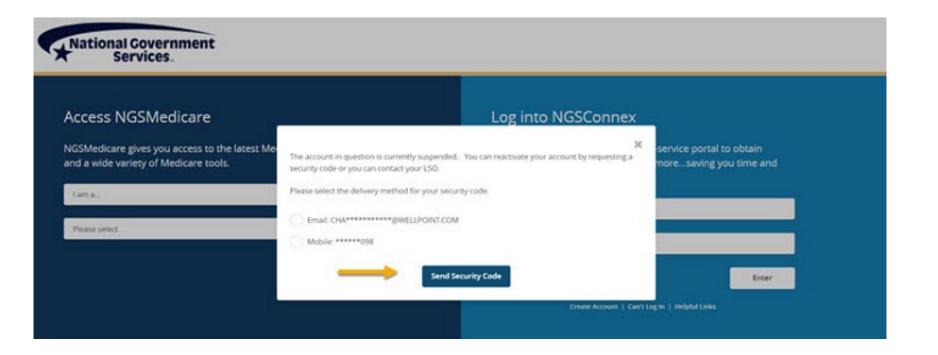






Account Suspensions

Send Security Code







Security Code Field

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GSMedicare gives you access to the latest Medicare tools. Famals	inde	service portal to obtain moresaving you time and
Please select	e to resend your security code.	





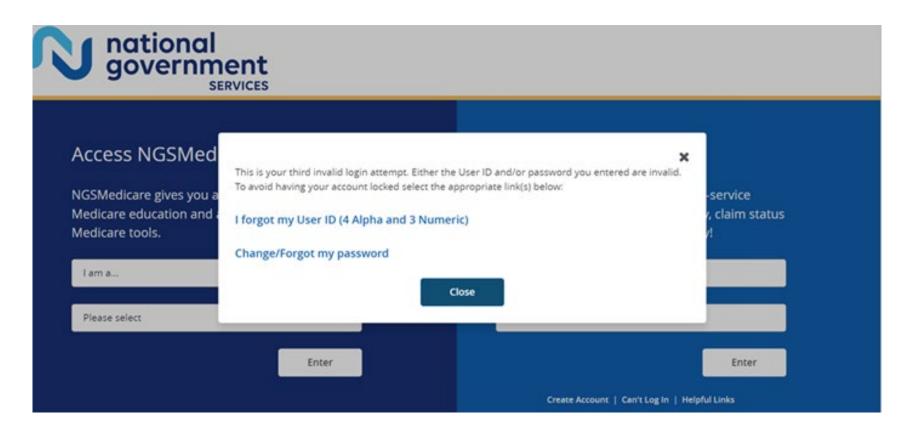
Invalid Login Attempts

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SSMedicare gives you access to the latest Medicare education d a wide variety of Medicare tools.	NGSConnex, is your free, secure self-service portal to obtain beneficiary eligibility, claim status & moresaving you time and money!
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Error Message (4)





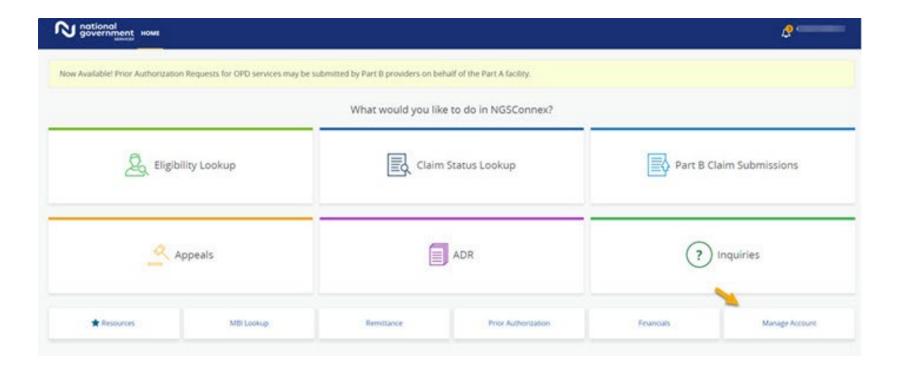


Local Security Officer Responsibilities

Polling Question

Do you know who your local security officer (LSO) is for NGSConnex? Yes or No?

Manage Account







User Profile

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^ My LSO Q Search LSO User ID ♦ First Name ♦ Last Name ♦ Work Phone # Email

1 to 2 of 2 items





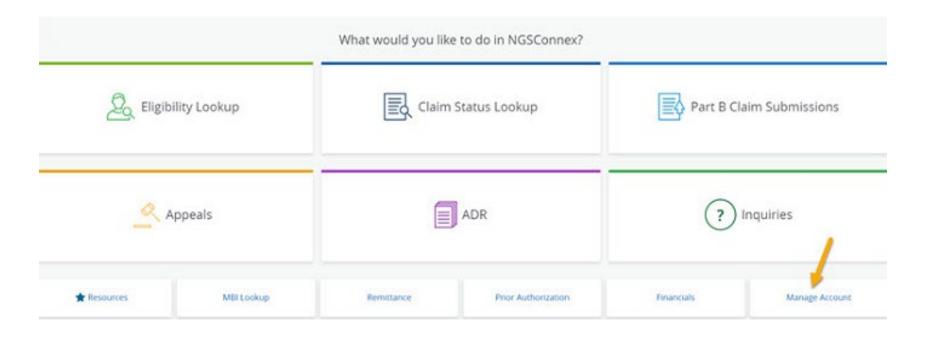
LSO Responsibilities

- User Access
 - Approve
 - Decline
 - Modify
 - Remove access
 - Leave organization
 - No longer need to know applicable information
- Recertify user accounts yearly
- Ensure users have minimum necessary access





Manage Account (2)







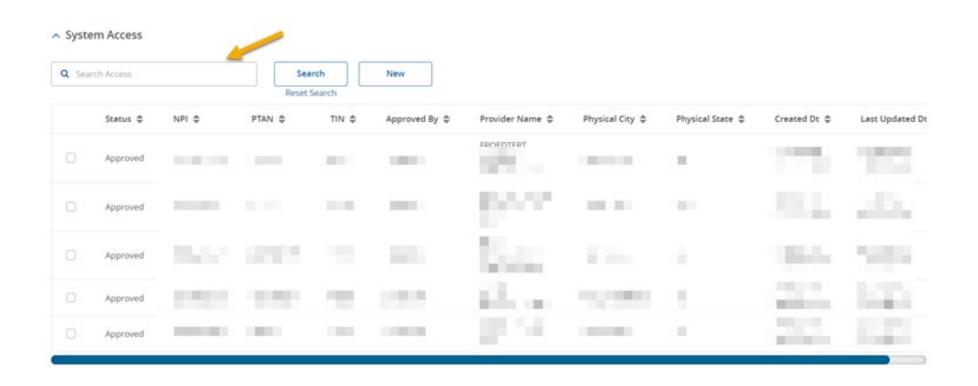
User Management

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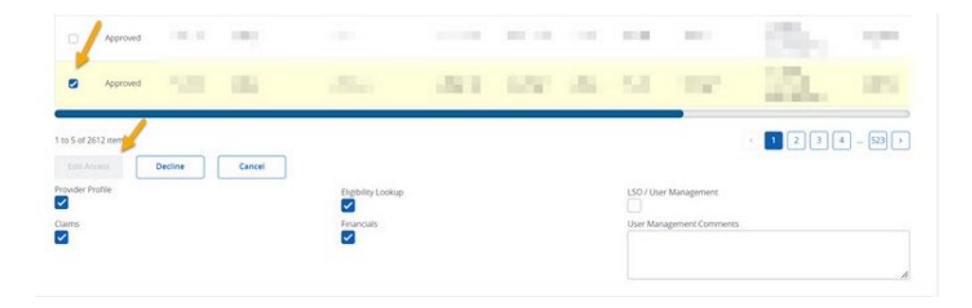
System Access







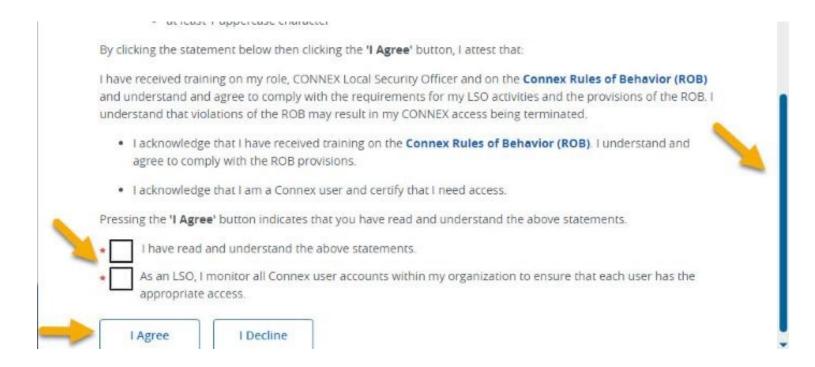
Edit Access







Recertify Users Access







Recertify Users Access (2)

The LSO for the provider organization must recertify Connex access annually. The LSO can recertify access by logging into NGSConnex, selecting Manage Account and User Management.





Recertify Users Access (3)

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Edit User Profile

Manage Account (2)

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* Resources	MBILcokup	Remuttance	Prior Authorization	Financials	Manage Accourt





Edit Profile

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User Profile	User Management		
User Profile			
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Save Changes

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User Profile – Change Password

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User Profile – Change Password (2)

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Update Access

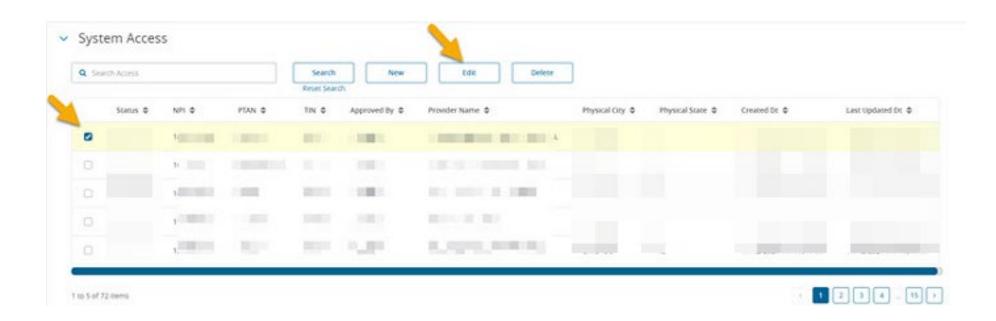
Manage Account (3)

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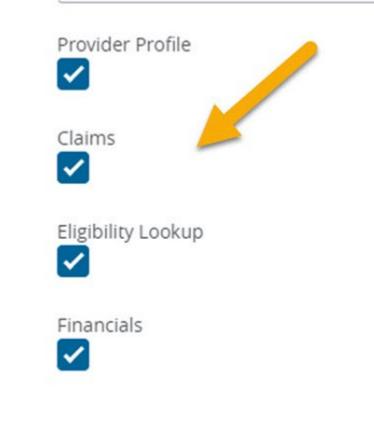
System Access (2)







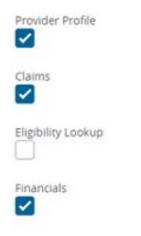
Applicable Checkboxes

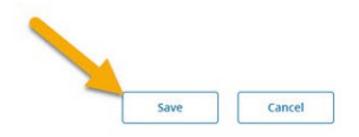






Save Changes (2)









Update Account Type

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LSO/User Management Checkbox

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heck/EFT Amount	
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Add Additional Provider Accounts

Manage Account (4)

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* Resources	MBI Lookup	Remattance	Phor Authorization	Financials	Manage Account





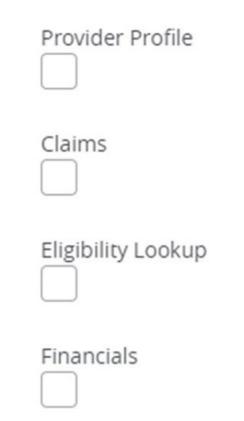
System Access (3)

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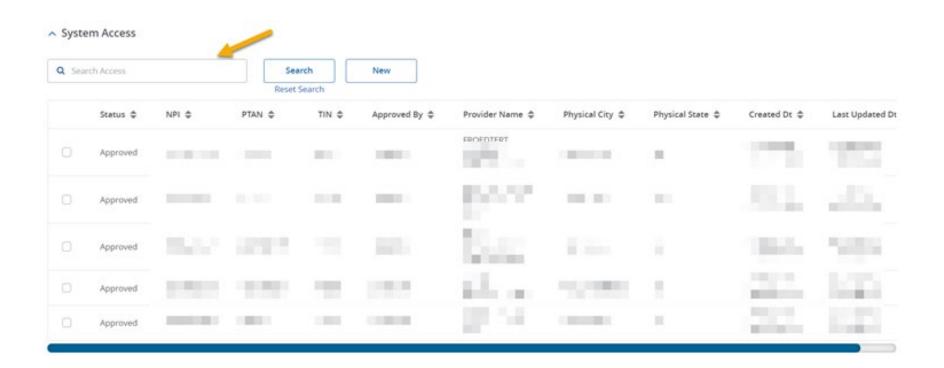
Applicable Checkboxes (2)







System Access (4)







LSO/User Management Checkbox (2)

Required fields for Local Security Officer (LSO) Access LSO / User Management

User Management Comments

Check/EFT Number (Within the last 90 days)

Check from past 90 days

Check/EFT Amount

I am a new provider and have not received a check from Medicare or I am an existing provider and have not received a check in the last 90 days.



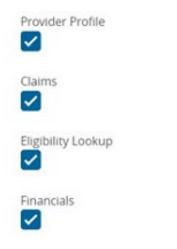
If check information is entered an Access Code will auto-populate when access is approved.

If check information is not entered, an Access Code will be mailed to the provider payee address on file.





Save Changes (3)









Resources

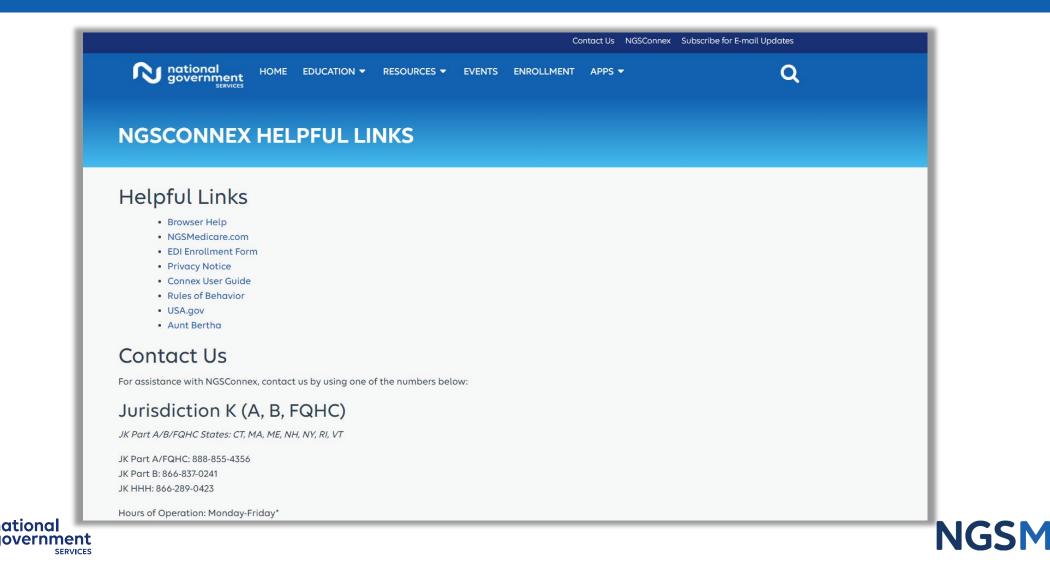
Resources – NGSConnex Login Page

Access NGSMedicare		Log into NGSC	onnex
NGSMedicare gives you access to the latest Medicare and a wide variety of Medicare tools.	education	beneficiary eligibility, o	ee, secure self-service portal to obtain laim status & moresaving you time and
l am a	~	money!	
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#NPPES			ECOS
National Plan & Provider Enumeration System NPPES is responsible for processing new NPI applications & processing changes of information for previously enumerated providers.	MU offers teleconferences, webinars, CB provide education on Medicare-related t and training.		PECOS supports the Medicare Provider and Supplier enrollment proces allowing users to securely and electronically submit and manage Medic enrollment information.





Resources – NGSConnex Login Page (2)





Resources – NGSConnex Home Page

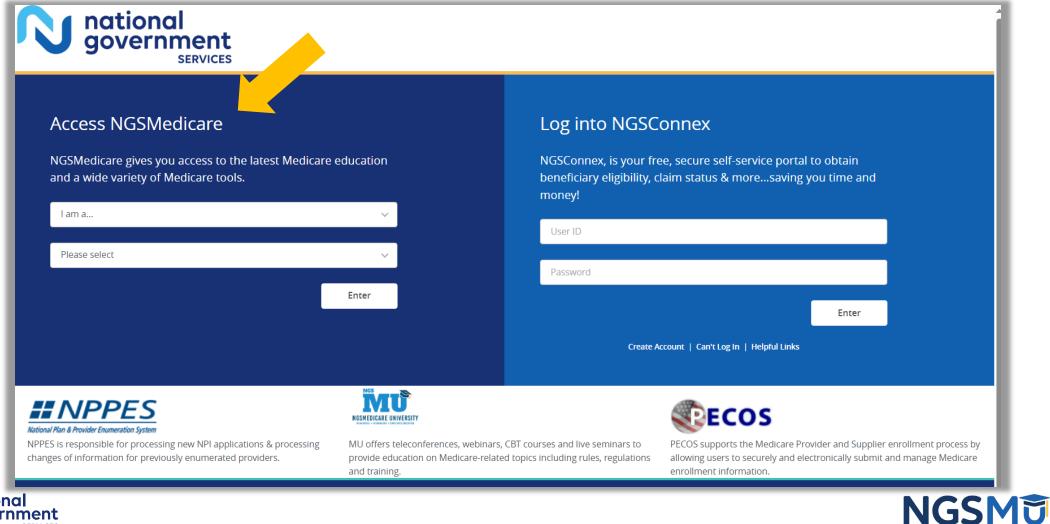
	What would you like to do in NGSConnex?		
Eligibility Lookup	Claim Status Lookup	Part B Cla	im Submissions
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Resources MBI Lockup	Remettance Prior Authorization	Financials	Manage Account
		Nesources OURCES	
	Helpful Links		
	Part A Part A NGSConnex User Guide Part A News Part A Tools and Calculators		
	Part B Part B NGSConnex User Guide Part B News Part B Tools and Calculators Part B Fee Schedule Lookup Tool		

government

SERVICE



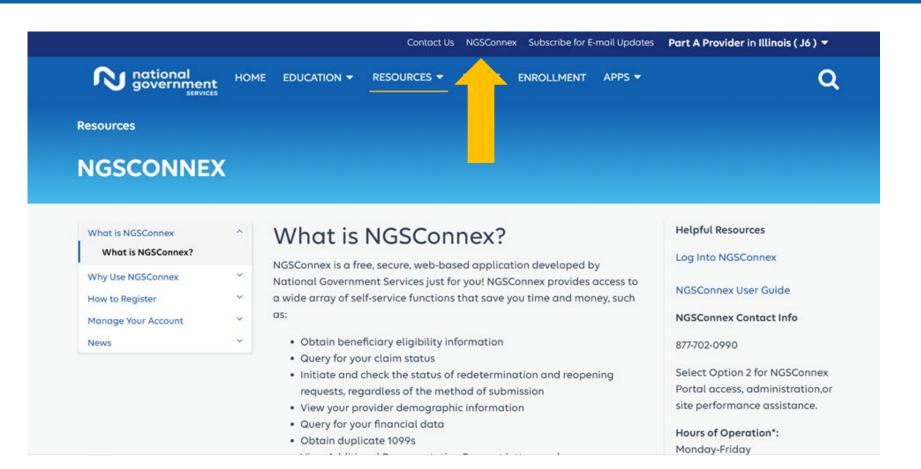
Resources – NGSMedicare







Resources – NGSMedicare (2)







Notification Center

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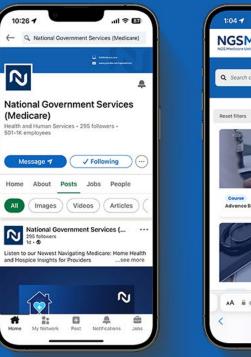




Questions?

Thank you!







Connect with us on social media



YouTube Channel Educational Videos

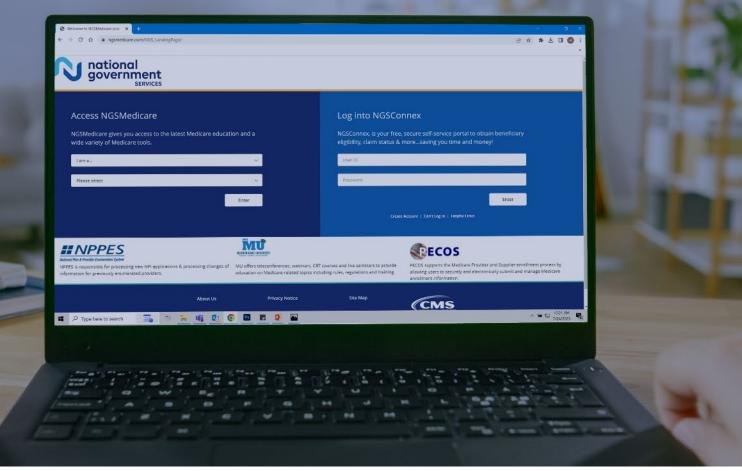








Find us online





www.NGSMedicare.com Online resources, event calendar,

LCD/NCD, and tools



IVR System

The interactive voice response system (IVR) is available 24-hours a day, seven days a week to answer general inquiries



NGSConnex Web portal for claim information



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 - Part A POE Teatime: Bite Size Learning on Busy Days
 - <u>NGSMedicare.com YouTube</u>

