

>> Workshop Registration Tool Quick Reference Guide

in.gov/medicaid/providers

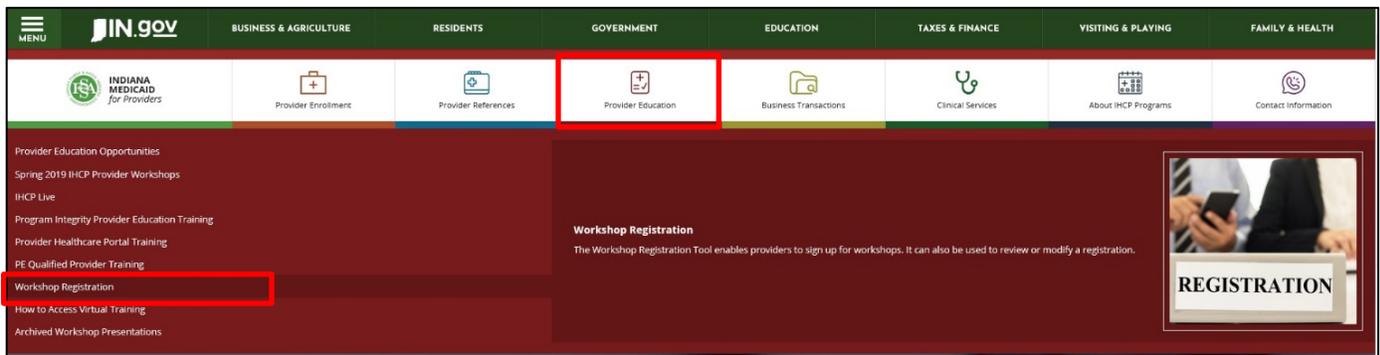
This quick reference guide provides instructions for accessing and using the Indiana Health Coverage Programs (IHCP) [Workshop Registration Tool](#). The Workshop Registration Tool enables you and your staff to register for IHCP provider workshops and the annual seminar, change enrollment reservations, and review topics that will be covered in the sessions.

Registering for Workshops

To register for workshop sessions, you must sign up to access the registration tool by creating a workshop registrant profile. You need to create the profile only once, unless your email address changes. To create your profile, follow these steps:

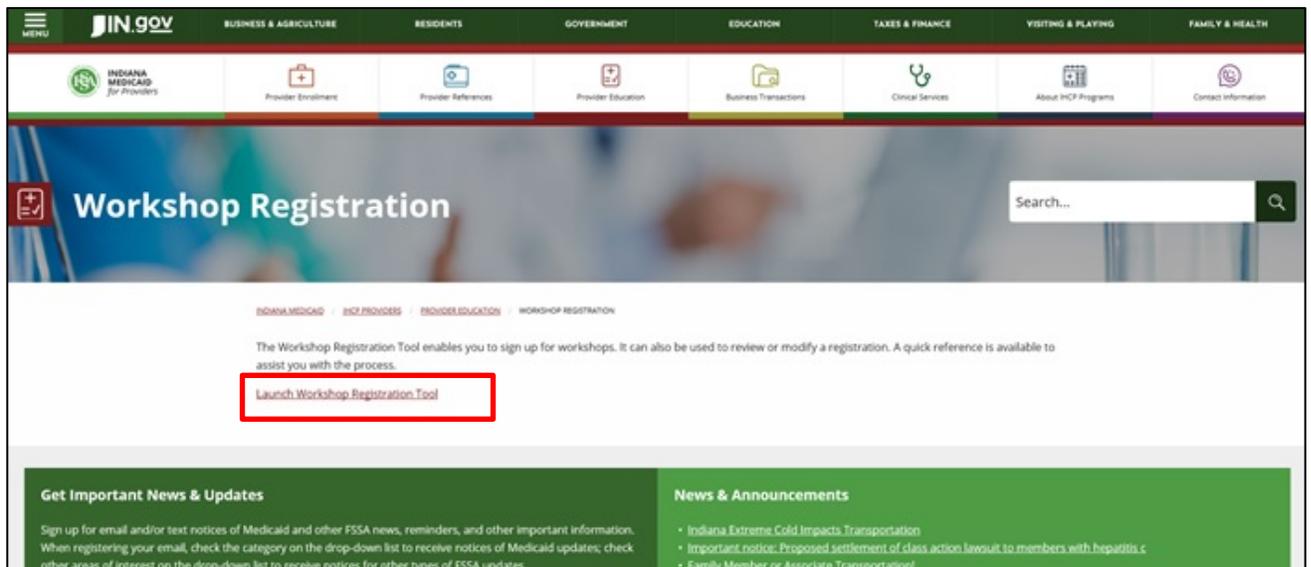
1. From the home page of in.gov/medicaid/providers, select the **Provider Education** tab.
2. In the left panel, select **Workshop Registration** (see Figure 1).

Figure 1 – Provider Education > Workshop Registration



3. From the *Workshop Registration* page, choose **Launch Workshop Registration Tool** (see Figure 2).

Figure 2 – Launch the Workshop Registration Tool



4. At the Workshop Registration Tool, click **Create Workshop Registrant Profile** (see Figure 3). If you already have a workshop registrant profile created, select **Register for Workshops/Classes** and skip to [step 8](#).

Figure 3 – Workshop Registration Tool

Workshop Registration

Welcome to the IHCP Workshop Registration Tool

The Indiana Health Coverage Programs (IHCP) Workshop Registration Tool makes it easy for you to set up your workshop registrant profile and register for IHCP workshops and classes.

- [Create Workshop Registrant Profile](#) - You must create a registrant profile before you can register for a workshop. If you try to register for courses without a registrant profile, we will not receive your information. If you are an IHCP provider, you will need your IHCP Provider ID number to create a registrant profile.
 - [Edit Registrant Information](#) - Edit an existing registrant profile to update contact information. The name and email address fields are not editable on an existing profile. If this information has changed, a new profile must be created.
- [Register for Workshops/Classes](#) - Register for workshops and sign up for classes. You must have a registrant profile before you can register for a workshop or class.
- [Search for/View an Existing Registration](#) - Search, view, and print your registration and class schedules for upcoming workshops.
- [Modify an Existing Registration](#) - Change or add classes to workshops for which you are already registered. You can also ask to be added to the waiting list for courses that are full. You must have the confirmation number from your original registration to be added to a waiting list.
- [Workshop Registration Tool Quick Reference](#) - The quick reference tool includes your contact information, as well as instructions for creating a registrant profile, registering for a workshop, and signing up for classes.

For questions or problems using the registration tools, please call the IHCP Provider Workshop Line at (317) 488-5072.

5. At the *Workshop Registration – Create Workshop Registrant Profile*, complete the requested information. Fields marked with an asterisk (*) are required (see Figure 4).

Figure 4 – Workshop Registration – Create Workshop Registrant Profile

Workshop Registration - Create Workshop Registrant Profile

Registrant Information:
A valid email address is required for registration.
If you do not have one, visit: [Yahoo](#) or [Gmail](#) for a free account.

For basic security, please use your business information and do not include your private address or telephone number. Even though this information will not be shared with anyone, other registrants may be able to view your business information.

*Required Information

*First Name:

*Last Name:

Are you (or do you work for) an IHCP-enrolled provider?: Yes No

*IHCP Provider ID:

*Business Name:

*Business Address:

*City:

*State:

*ZIP Code:

*Business Phone:

*Email:

*Confirm Email:

Fax:

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

Note: To access help for the Create Workshop Registrant Profile page, click **Submit** at the bottom of the page before entering information in any of the fields. The help text displays in **red**. If you still have questions, call the IHCP Provider Workshop Line at 317-488-5072. Leave a message with your name and telephone number, and your call will be returned within two business days.

6. After completing the form, click **Submit**. If your entry contains an error, such as missing information, the red help text appears next to the missing information. After making the necessary corrections, click **Submit** again.
7. When the form is complete and submitted, the *Workshop Registration – Email Address Confirmation* page appears. Confirm that your email is correct and click **Sign up for Workshops and Classes** (see Figure 5).

Figure 5 – Confirm Email Address and Choose Sign up for Workshops and Classes

Workshop Registration – Email Address Confirmation

Verify email address and select *Register for Workshops/Classes* to continue with registration:

First Name: _____
Last Name: _____
Are you a Provider?: _____
Provider Number: _____
Business Name: _____
Address: _____

Phone: _____
Email: _____
Fax: _____

Go to [Register for Workshops/Classes](#) -
You are now a workshop registrant and may sign up for scheduled workshops and classes.

Go To [Edit A Registrant](#) -
If you need to change any of the registrant information besides the name or email address.

Return to [Add Another Registrant](#) -
You may add others as workshop registrants at any time.

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

- At the *Workshop Registration – Register for Workshops/Classes* page, click **Display All Workshops** (see Figure 6).

Figure 6 – Workshop Registration – Register for Workshops/Classes page

Workshop Registration - Register for Workshops/Classes

Search for a Workshop:
[Display All Workshops](#)

Location:

Date Range:
Select from calendar or use MM/DD/YYYY format to enter dates.
From:
To:

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

- The lower portion of the *Workshop Registration – Register for Workshops/Classes* page populates with available workshops (see Figure 7). Click **Register** to the left of the workshop you would like to attend.

Note: *If you are interested in a specific date or range of dates, or want to search by location, use the **Location** and **Date Range** features to narrow your search.*

Figure 7 – Display All Workshops to Register

Workshop Registration - Register for Workshops/Classes

Search for a Workshop:
[Display All Workshops](#)

Location:

Date Range: Select from calendar or use MM/DD/YYYY format to enter dates.

From:

To:

	Workshop	Location	Dates
<input type="button" value="Register"/>	Summer 2019 IU Bloomington Hospital	IU Health Bloomington - Bloomington, IN	Start Date: 07/09/2019 End Date: 07/09/2019
<input type="button" value="Register"/>	Summer 2019 IU Methodist Hospital	Indiana University Health Methodist Hospital - Indianapolis, IN	Start Date: 07/18/2019 End Date: 07/18/2019
<input type="button" value="Register"/>	Summer 2019 Lutheran Hospital	Lutheran Hospital - Fort Wayne, IN	Start Date: 07/16/2019 End Date: 07/16/2019
<input style="border: 2px solid red;" type="button" value="Register"/>	Summer 2019 Reid Hospital	Reid Hospital - Richmond, IN	Start Date: 07/25/2019 End Date: 07/25/2019
<input type="button" value="Register"/>	Summer 2019 St. Catherine Hospital	St. Catherine Hospital - East Chicago, IN	Start Date: 07/11/2019 End Date: 07/11/2019
<input type="button" value="Register"/>	Summer 2019 St. Joseph Regional Medical Center	St Joseph Regional Medical Ctr Mishawaka - Mishawaka, IN	Start Date: 07/12/2019 End Date: 07/12/2019

[Return to the Workshop Registration Main Menu](#) -
 Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

10. At the *Workshop Registration – Register for a Workshop* page, enter the email address used to create the workshop registrant profile (see Figure 8). (*Note: This email address must match the email in your profile.*)
11. Click **Go** beside the email address entered.

Figure 8 – Workshop Registration – Register for a Workshop Page

Workshop Registration - Register for a Workshop

You have selected to register for the following workshop. Please enter your email address below to continue registration.

Workshop	Location	Dates	Registration Deadline
Summer 2019 Reid Hospital	Reid Hospital - Richmond, IN	07/25/2019 - 07/25/2019	07/23/2019

Attendees must have completed a workshop registrant profile before registering for a workshop.
[Create a Workshop Registrant Profile](#)

Already signed up? Enter the attendee's email address to continue and register for this workshop:
 Email:

Already registered? Enter your confirmation number to sign up for more classes.
 Confirmation #:

Return to [Register for Workshops/Classes](#) -
 Search for another workshop at a different location or date range.

Return to the [Workshop Registration Main Menu](#) -
 Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

*Note: If you are registering on behalf of someone else in your organization who does not have a profile, you must first create a profile for that registrant by choosing **Create a Workshop Registrant Profile**. After a registrant's profile is established, the window automatically populates with the registrant's name and provider/place of business (see Figure 9).*

The email used to register for a workshop must always match an email address used to create a workshop registrant profile.

12. Click **Register** to continue confirming your registration (see Figure 9).

Figure 9 – Register for a Workshop Page Showing Registrants and Their Providers/Places of Business

Workshop Registration - Register for a Workshop

You have selected to register for the following workshop. Please enter your email address below to continue registration.

Workshop	Location	Dates	Registration Deadline
Summer 2019 Reid Hospital	Reid Hospital - Richmond, IN	07/25/2019 - 07/25/2019	07/23/2019

Attendees must have completed a workshop registrant profile before registering for a workshop.
[Create a Workshop Registrant Profile](#)

Already signed up? Enter the attendee's email address to continue and register for this workshop:
 Email:

Please select the *Register* link below to continue:

Registrant	Provider/Place of Business	
Registrant Name	Registrant Place of Business	<input type="button" value="Register"/>

Already registered? Enter your confirmation number to sign up for more classes.
 Confirmation #:

Return to [Register for Workshops/Classes](#) -
 Search for another workshop at a different location or date range.

Return to the [Workshop Registration Main Menu](#) -
 Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

13. Click **Confirm Your Registration** (see Figure 10).

Important: This step is not the final step to complete the registration process.

Figure 10 – Confirm Your Registration

Workshop Registration - Register for a Workshop

Welcome RegistrantX, you have selected to register for the following workshop. Please select **Confirm Your Registration** below.

Workshop:	Summer 2019 Reid Hospital
Start Date:	07/25/2019
End Date:	07/25/2019
Registration Deadline:	07/23/2019
Location:	Reid Hospital Richmond, IN

[Confirm Your Registration -](#)

Confirm that this is the correct workshop that you want to register for.

Return to [Select a Different Workshop](#) -
Search for another workshop at a different location or date range.

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP Workshop Registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

14. After you register for a workshop, you must select all, or some, of the sessions you want to attend at that workshop (see Figure 11) by choosing the radio button under **Select Class** and then clicking **Signup and Confirm Workshop Registration**.

Important: Your registration is not complete until you complete step 14.

Figure 11 – Select the Sessions You Would Like To Attend

Course: FSSA - Medicaid Questions				
Description: Participate in an interactive quiz show while learning about Medicaid				
Date	Time	Room	Capacity	Select Class
10/05/2021	11:30 AM - 12:30 PM	WebEx 2	0/100	<input type="radio"/>
Signup and Confirm Workshop Registration		Cancel Registration		
Course: FSSA - Pharmacy Benefit				
Description: In-depth review of fee-for-service (FFS) pharmacy benefit				
Date	Time	Room	Capacity	Select Class
10/05/2021	9:30 AM - 10:30 AM	WebEx 2	0/100	<input type="radio"/>
Signup and Confirm Workshop Registration		Cancel Registration		

15. The *Workshop Registration – Register for a Workshop* page appears. The selected session, location, start date, end date, and time are displayed. Your confirmation number will also appear on the page. This process must be repeated when selecting multiple sessions. **Always note your confirmation number and print the confirmation page** (see Figure 12).

Figure 12 – Note Your Confirmation Number and Print a Confirmation

Your confirmation number is: 122301W702

Keep this number. It is required to allow you to make future changes to your registration for this workshop and classes. You will also be receiving an email with this confirmation number.
[Print a Confirmation page.](#)

Go To [sign up for More Classes](#) for this workshop. -
Modify your existing registration for this workshop by adding classes, removing classes, changing class times, adding classes to your waiting list, or canceling your registration.

Return to [Select a Different Registrant for this Workshop](#) -
Search for another registrant that you would like to register for this workshop.

Return to [Select a Different Workshop](#) -
Search for another workshop at a different location or date range.

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

Note: You must have your confirmation number to verify information, make changes, select additional sessions, cancel registration for individual sessions, or cancel the entire workshop registration.

Canceling Your Registration

1. If you have already signed up for a workshop and individual sessions and would like to cancel your registration, return to the Workshop Registration Main Menu and select **Modify an Existing Registration** (see [Figure 3](#)).
2. You will now be able access your workshop registration information, if necessary, by entering your confirmation number in the **Confirmation #** field and clicking **Search** (see [Figure 13](#)).

Figure 13 – Enter Confirmation Number to Verify or Modify Information

Workshop Registration - Modify an Existing Registration

Enter your confirmation number to modify an existing registration:

Confirmation #:

Return to the [Workshop Registration Main Menu](#) -
Return to the main menu to access other IHCP workshop registration features.

If there are any questions, please call the IHCP Provider Workshop Line at (317) 488-5072. Calls will be returned within 2 business days.

3. To cancel per class, click the Cancel link in the **Select Class** field. To cancel the entire registration, click the **Cancel** button to cancel your registration for a selected session (see [Figure 14](#)). This step must be done for each individual session for which registration is being canceled.

Figure 14 – Canceling a Registration

Workshop Registration - Class Signup for: 2021 IHCP Works Seminar - Virtual Training
Indianapolis, IN
You must maintain at least one class registered to hold a registration for a workshop.
Registrant, the following classes offered for the Workshop: 2021 IHCP Works Seminar
[Print a Confirmation](#) page with your workshop and class schedule.
Cancel this button will cancel your registration for this workshop and its classes.

Course: FSSA - Medicaid Questions
Description: Participate in an interactive quiz show while learning about Medicaid

Date	Time	Room	Capacity	Select Class
10/05/2021	11:30 AM - 12:30 PM	WebEx 2	1/100	Registered Cancel

[Modify Time](#)

Registration Tips

Here are some general tips to make registering for IHCP workshops easier:

- You cannot be registered in two sessions scheduled for the same time slot. If you attempt to do so, the registration tool prompts you to make another selection. To change registration from one session to another **concurrent** session, you must cancel your registration in the first session before registering for the replacement session.
- If you would like to sign up for additional sessions after you have registered for a workshop and a session, click **Sign up for More Classes** (see [Figure 12](#)). You can also use this feature to modify your existing registration for this workshop.
- If you have questions, please call the IHCP Provider Workshop Line at 317-488-5072 and leave a message with your name and telephone number. Your call will be returned within two business days.

Thank you for participating in IHCP workshops and seminars!