Electronic Registration Instructions Kentucky Medicaid Webinars and Workshops

Website

Go to: www.kymmis.com

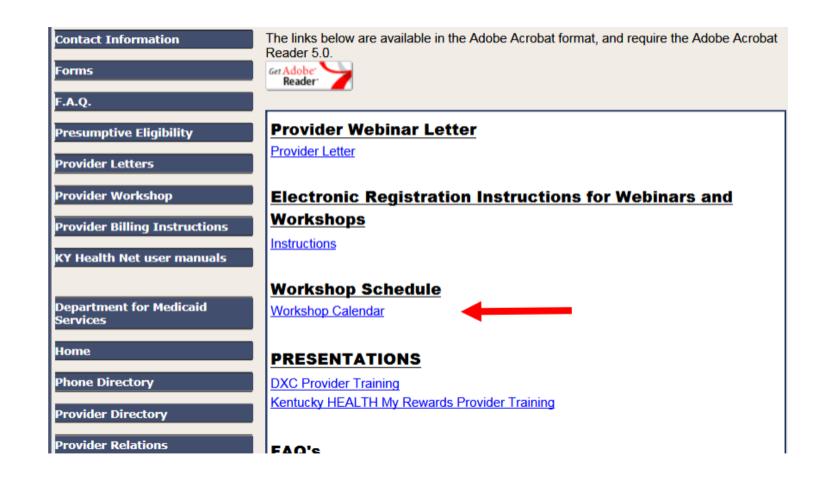
• On the left click on Provider Relations



 On the left, click Provider Workshop



 Center of website under the title Workshop Schedule click on the hyperlink
 Workshop Calendar



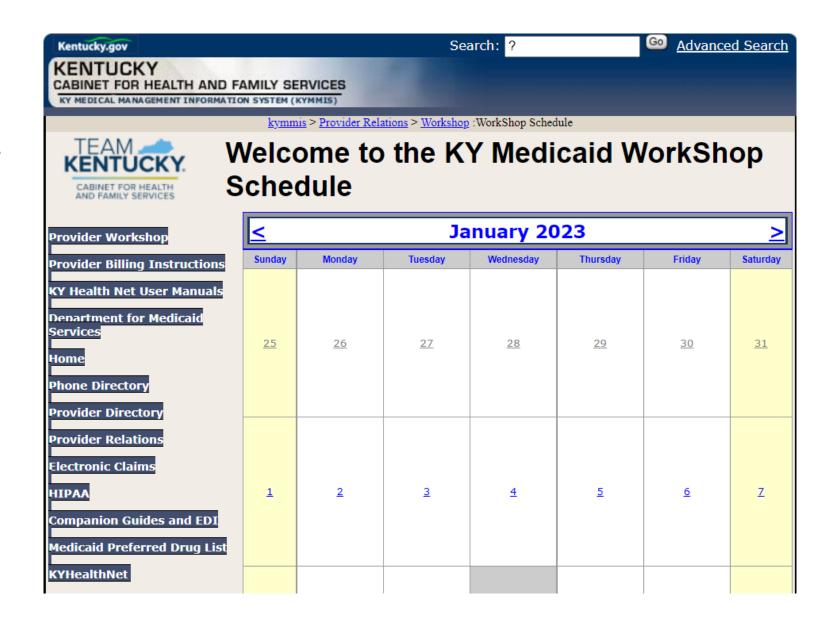
Calendar

Scroll through the months to see different classes using the arrows at the top of the page beside the header title.

• In the example, the arrows are on either side of January 2023 header.

Once you find the name of your class to register for, click the hyperlink.

Once you click on the link you will be given detailed information about the class.

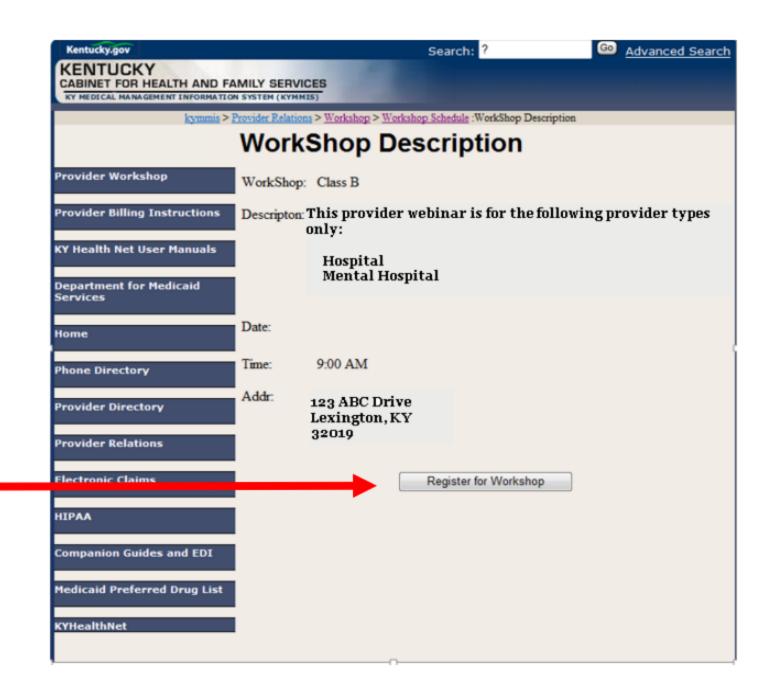


Workshop Description

Click on the button

Register for Workshop

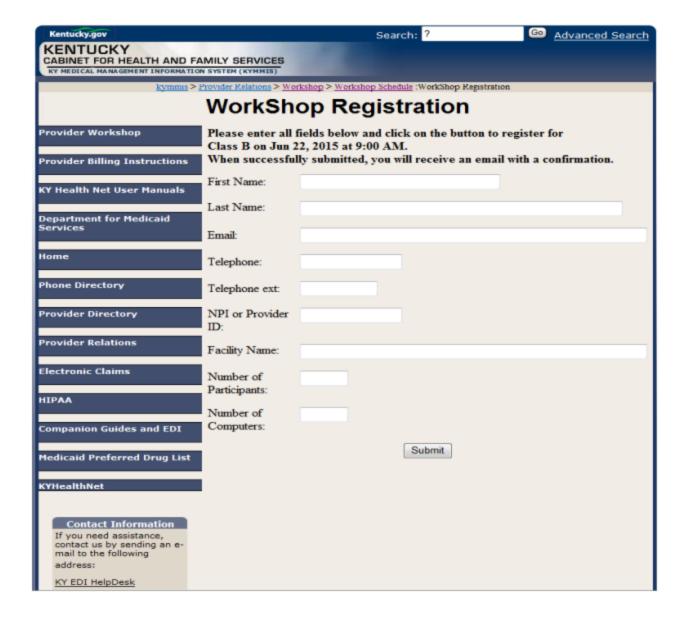
at bottom of screen.



Workshop Registration

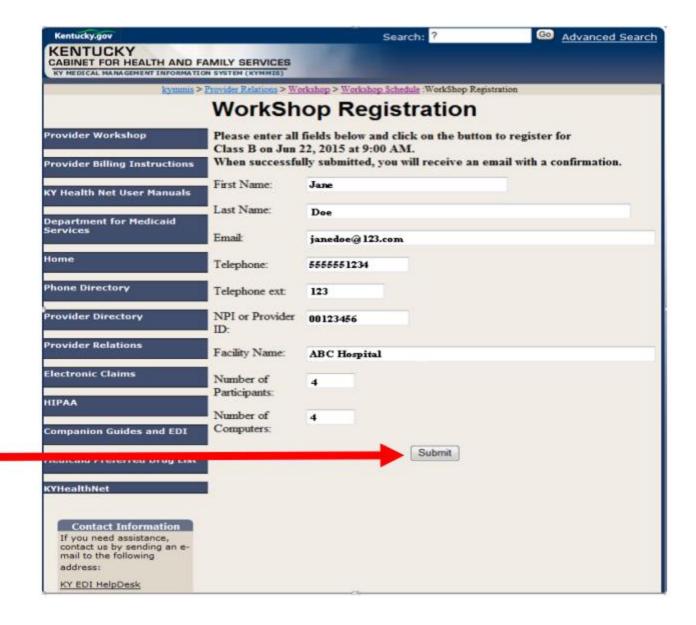
Fill out all the fields.

- All fields are required except Telephone Ext.
- NPI or Provider ID <u>MUST BE A VALID KY</u> <u>MEDICAID NPI OR PROVIDER ID</u>



Workshop Registration

Once you have completed all the fields, click the button Submit at the bottom of the page.

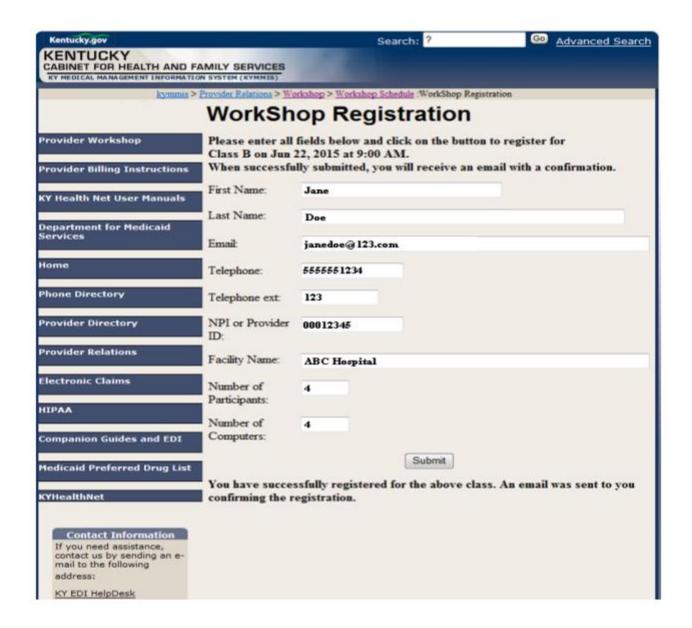


Workshop Registration

A message will appear below the Submit button to let you know you have successfully registered.

You have successfully registered for the above class. An email was sent to you confirming the registration.

*Note: If you do not receive this message, you ARE NOT registered. If you do not receive an email, it may have been stopped by your firewall. You may contact the Provider Inquiry line for confirmation of registration.



Confirmation of Registration

You will receive an email confirming your registration.

Webinar Workshops will receive an additional email closer to the date of the class. This email will contain all details needed to attend such as, link, key, call-in phone #, etc.

