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## *Changing Medicare Passwords over IVANS*

### ***Document Revision History***

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1	May, 2004	Bonez Dupre	Created
2			

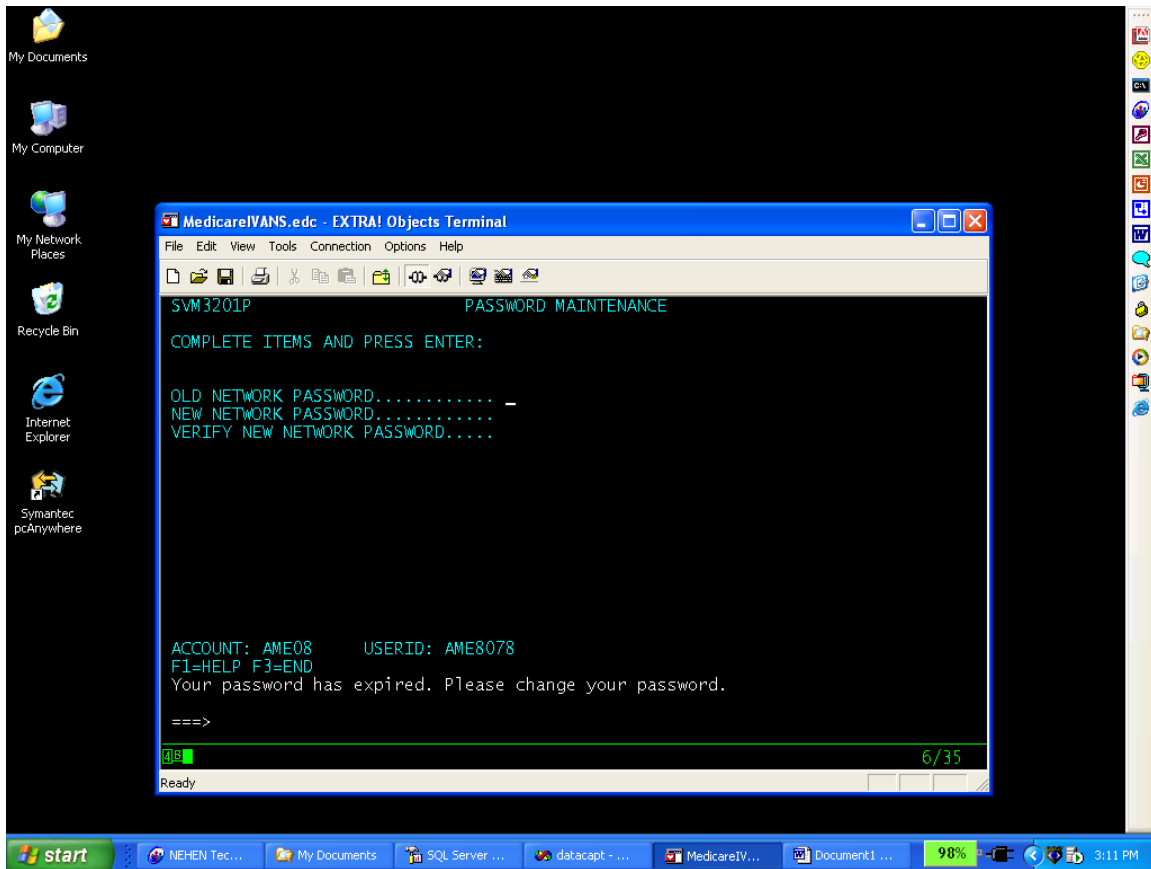
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## Changing Medicare Passwords

1. Stop the Medicare service in production and test.
2. To log into Medicare, you can either open a new Attachmate session or open an existing session.
  - a. To open a new session:
    - i. Select Start->Programs->Extra! Objects->New Session or Start->Programs->Enterprise Access Objects>New Session. A New Session Wizard will appear.
    - ii. If this screen appears, select IBM Mainframe for the host type and click on the next button.
    - iii. The type of session should be "Display". Click on the next button.
    - iv. Select TN3270 for the connection type and click on the next button.
    - v. Enter the IP address of 164.120.156.14 in the Host alias/IP address field. Verify that the terminal/device type contains IBM-3278. The default values in the other fields are fine. Click on the next button.
    - vi. The next page is the session summary. Click on the next button.
    - vii. Click on the finish button. This will display the terminal session.
    - viii. When done with the steps below, save the session when prompted so that you don't have to type in the above information again.
  - b. To open an existing session:
    - i. Select Start->Programs->Extra! Objects->Open Session or Start->Programs->Enterprise Access Objects>Open Session.
    - ii. The Open window will appear. Highlight the saved Medicare session and click on the Open button.
    - iii. The terminal session will appear.



4. The following screen may appear if your site needs to reset the password for the IVANS User ID:



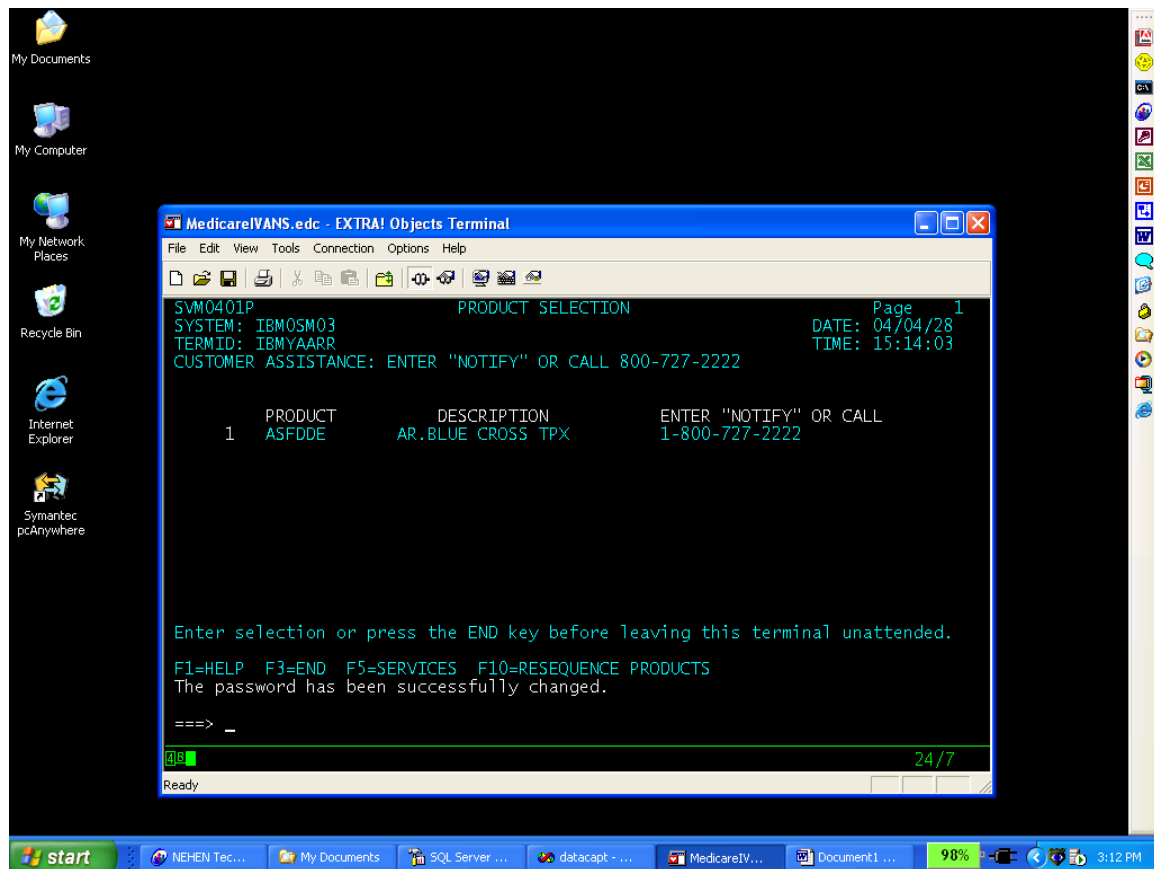
This screen should only display the first time your site connects to the IVANS.

Enter the old password and press the tab key.

Enter the new password and press the tab key.

Enter the new password for verification and press the enter key.

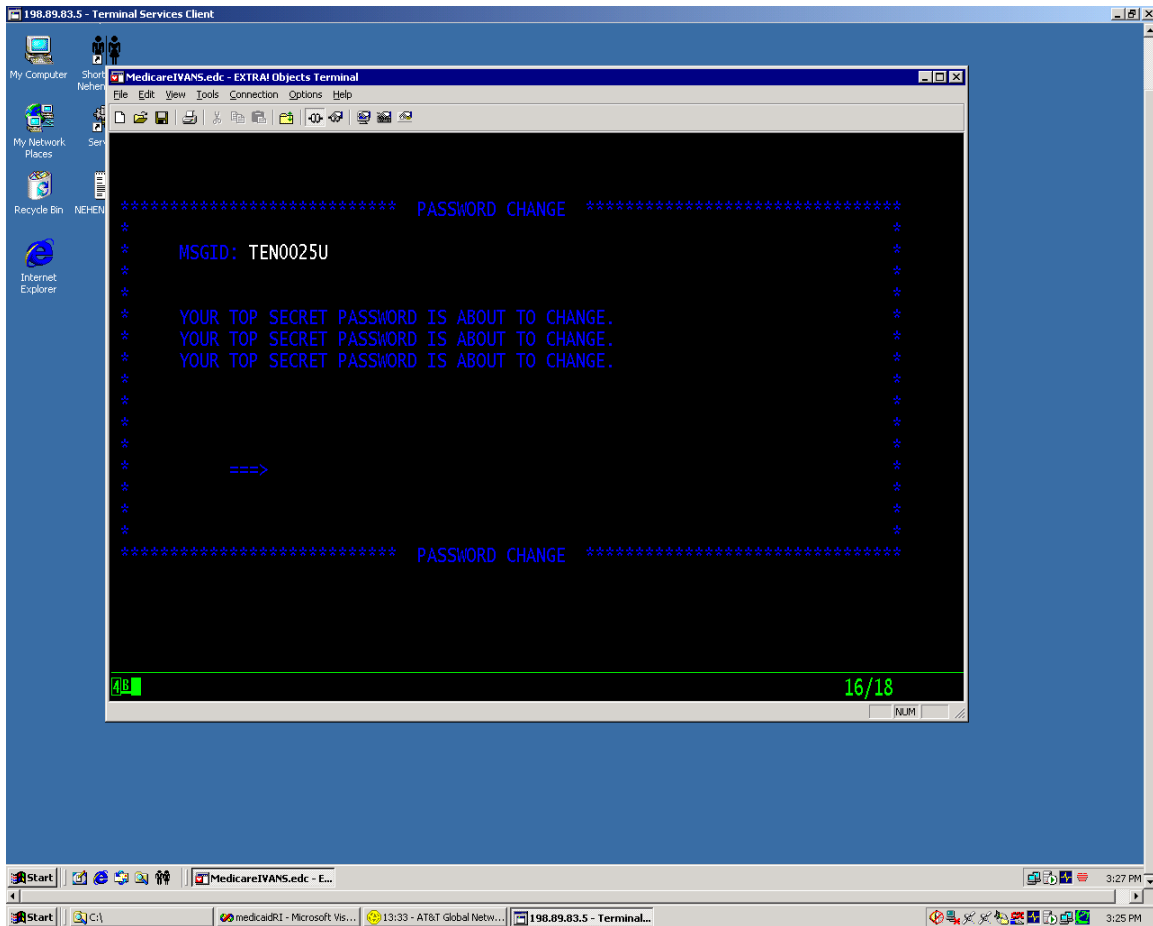
5. The following screen displays after you connected to the AT&T network:



Type "1" and press the enter key.

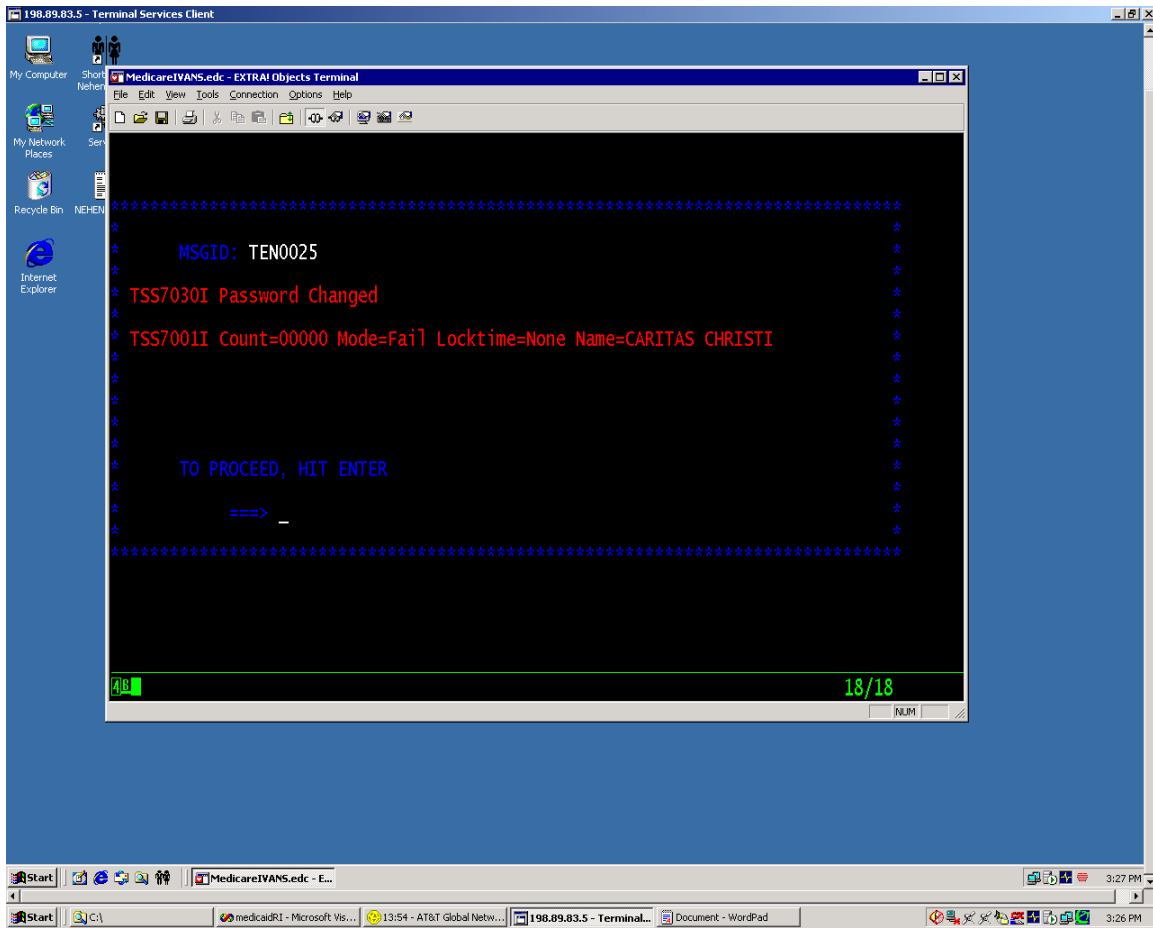


7. The following screen displays to indicate that the password is about to change:



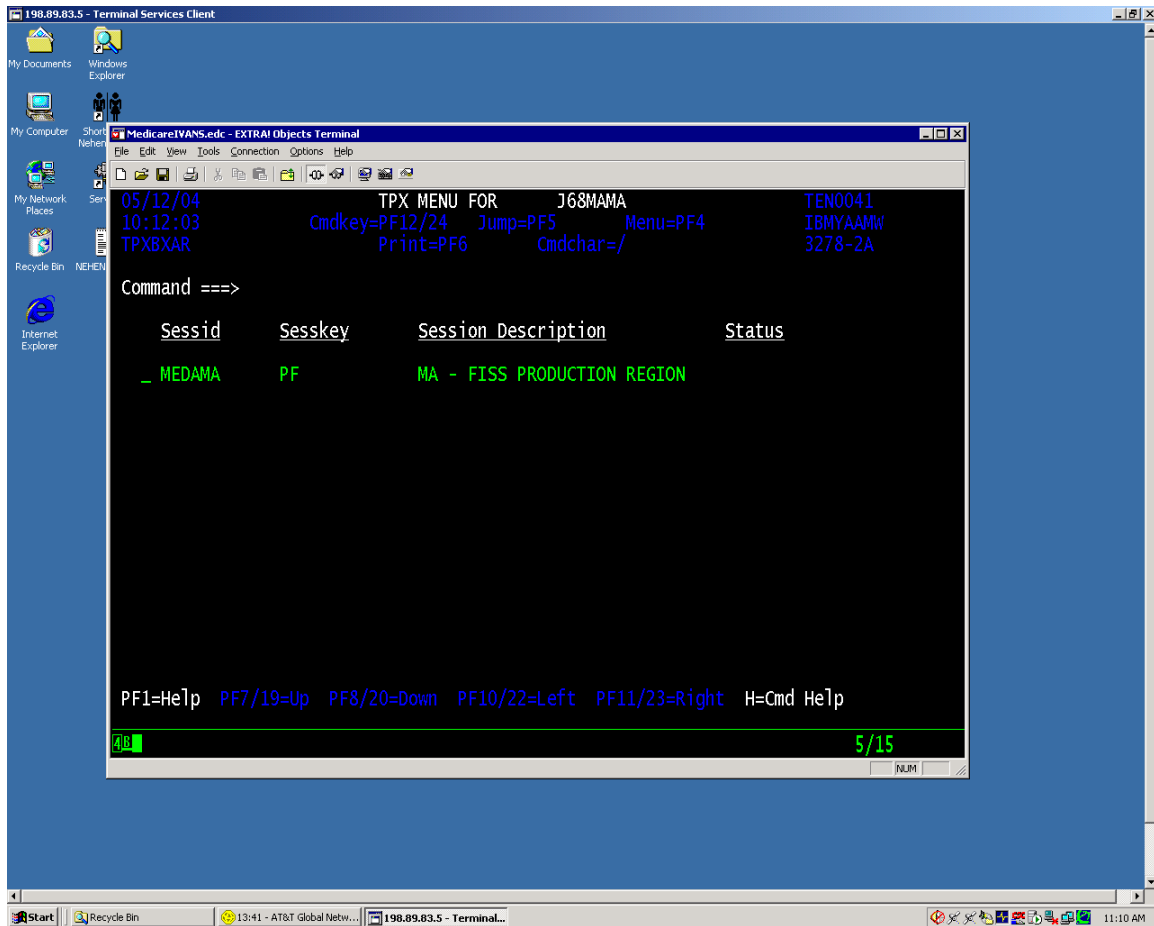
Type "YES" and press the enter key.

8. The following screens display to indicate the password has changed:



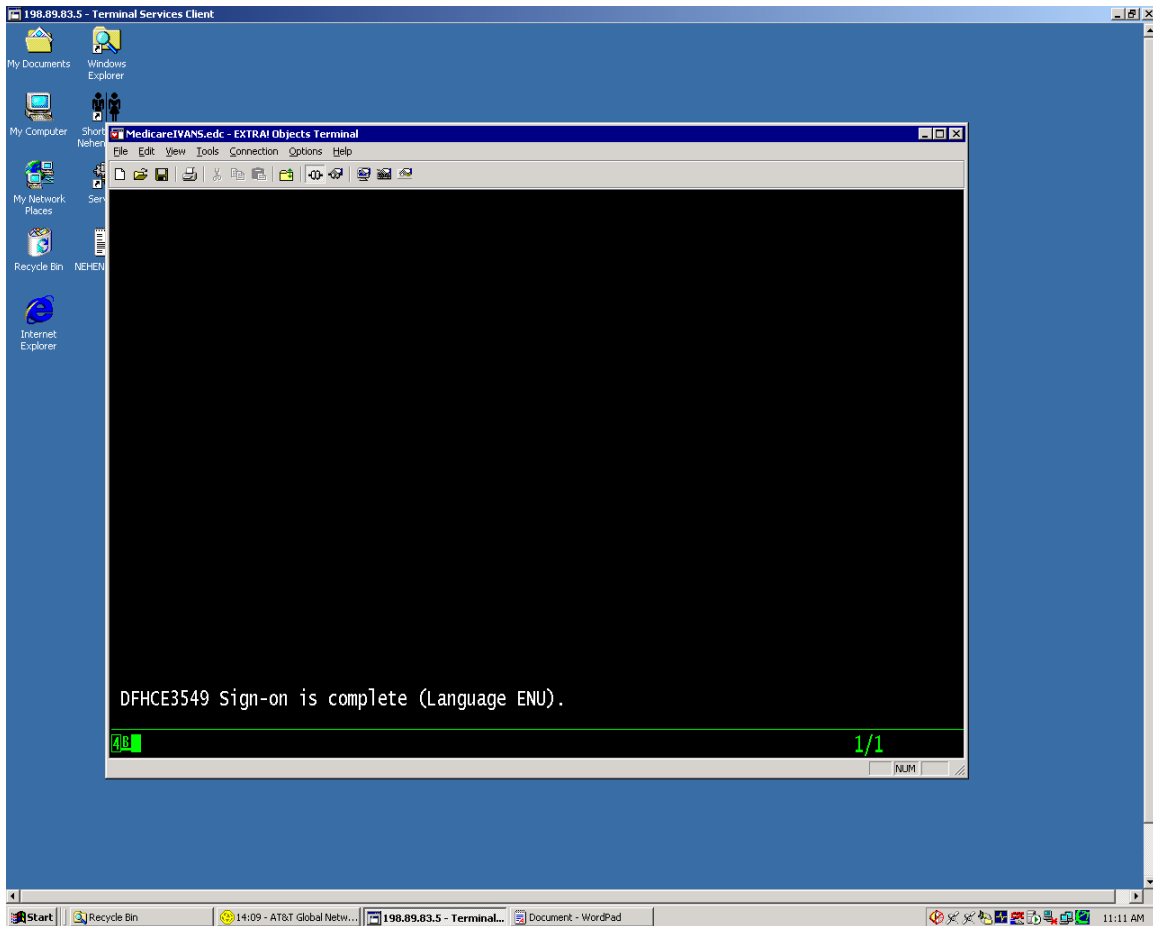
Press the enter key.

9. The following screen displays:



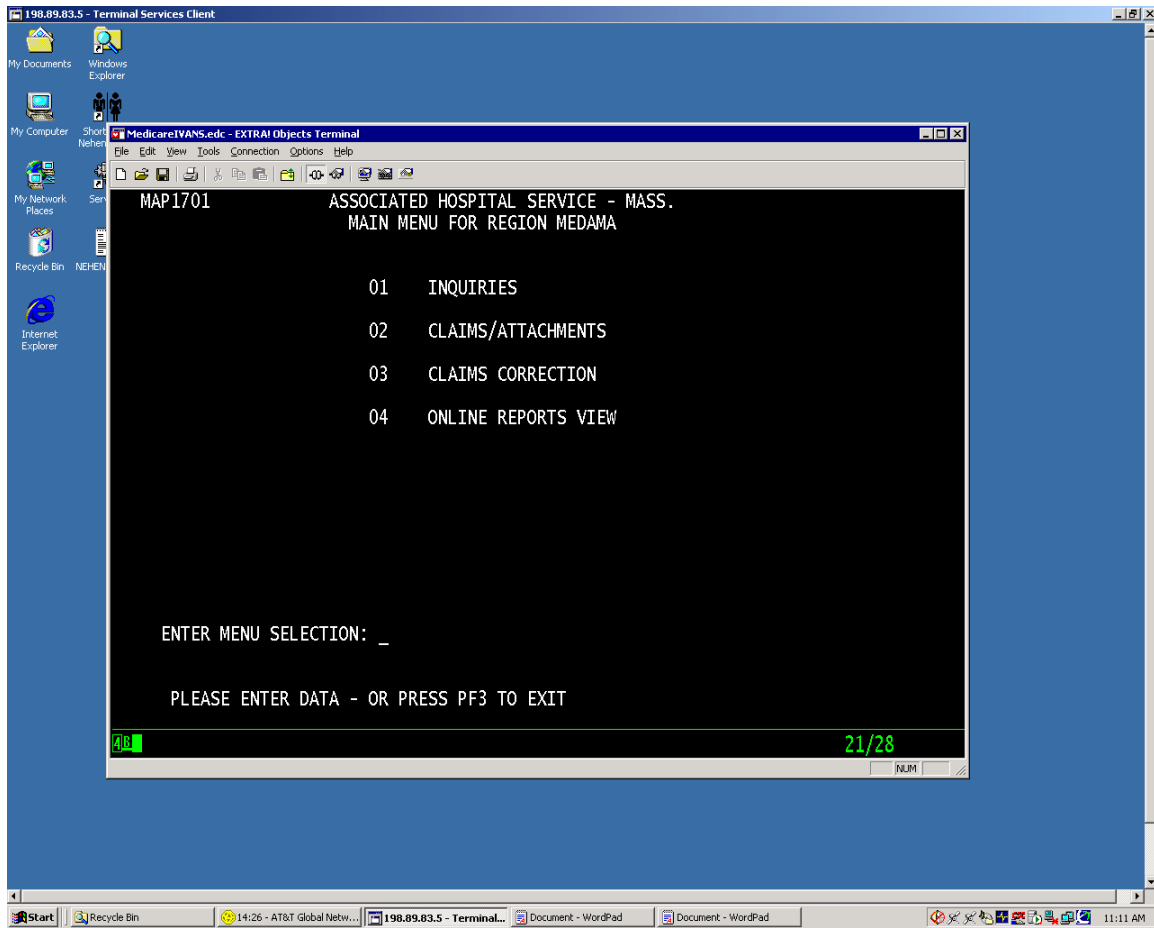
Type "MEDAMA" and press the enter key.

10. The following screen displays after three to four other screens flash by:



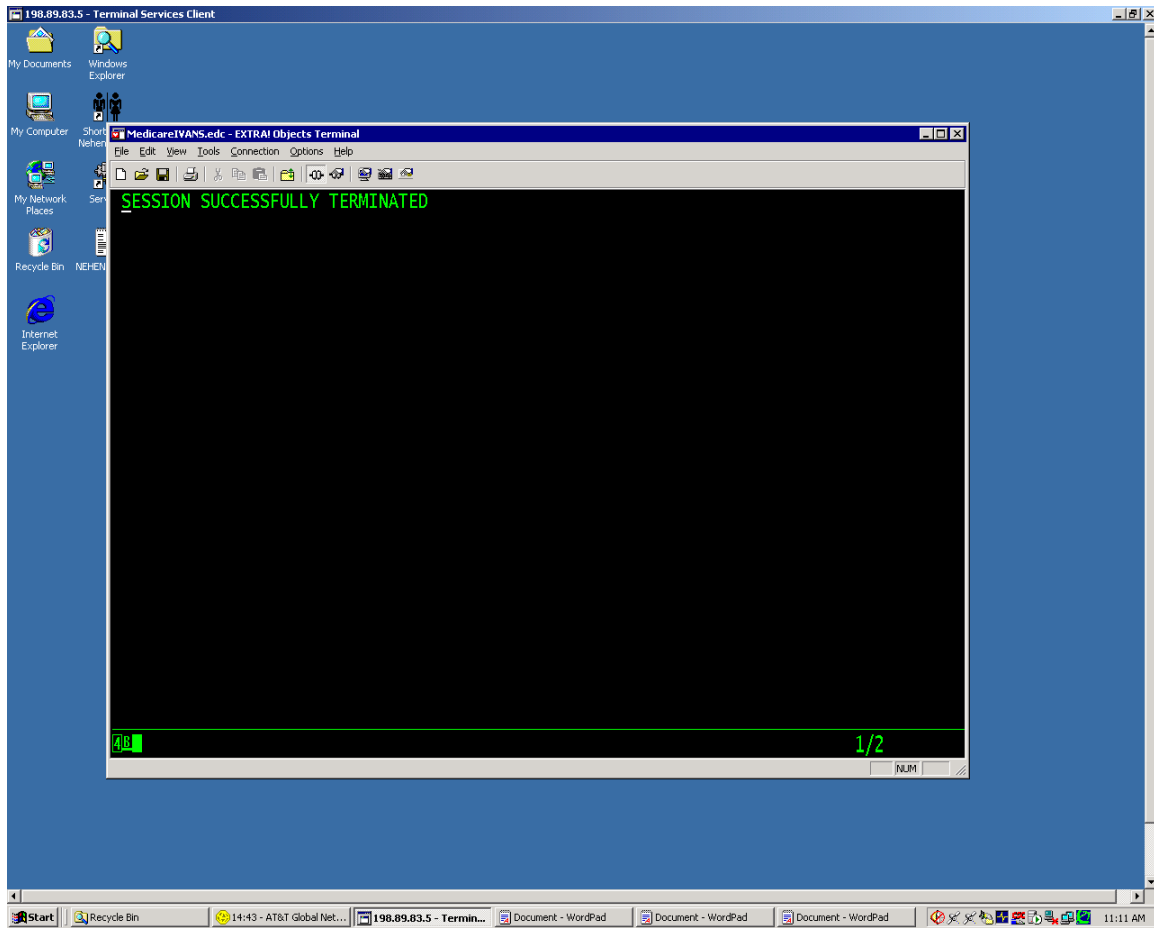
Type “fss0” and press the enter key. The “0” in fss0 is a zero.

11. The following screen displays to indicate that you have connected to MEDAMA:



Press the PF3 key.

12. The following screen displays to indicate that your session has ended:



Select Connection->Disconnect from the menu bar.

## SQL Database Setup

If your site installed the Medicare 7.0 eligibility service, the following database changes should be setup. We recommend that you review your database to verify the database information is setup.

1. Open SQL Server Enterprise Manager.
  - To open SQL Server Enterprise Manager, go to “Start -> Programs -> Microsoft SQL Server -> Enterprise Manager”.
2. Go to the listing of tables in the NEHEN database.
  - To find the listing of tables in the NEHEN database, navigate the tree in the left part of the window by following this path “Microsoft SQL Servers -> SQL Server Group -> [name of test server] -> Databases -> NEHEN -> Tables”. It is possible that “(local)” appears instead of the name of the test server. Once you click on Tables, you should see the listing of tables in the NEHEN database in the right part of the window.
3. Find DepartmentTable. Right-click on it and select “Design Table”.
4. Click in the cell in the left-most column in the row just below the last entry.
5. Type “IVANSAccountID” under ColumnName.
6. From the Data Type drop-down box, choose varchar.
7. Go to the next row.
8. Type “IVANSLoginID” under ColumnName.
9. From the Data Type drop-down box, choose varchar again.
10. Click the disk icon at the top of the window to save the changes.
11. Exit the Design Table window.
12. Open SQL Query Analyzer.
  - To open SQL Query Analyzer, using Enterprise Manager, click on the Tools menu and select “SQL Query Analyzer”.
13. NEHEN should be displayed in the database drop-down box at the top of the SQL Query Analyzer window. (If it is not, select it.) Copy and paste the following SQL query into the window:  
Update DepartmentTable Set IVANSAccountID = 'x', IVANSLoginID = 'y'
  - To copy and paste the query, highlight the entire query, click on the Edit menu above, and select Copy. Go to SQL Query Analyzer. Click in the window so the cursor is inside of it. Click on the Edit menu at the top of the window and select Paste.
14. In the query, replace x with your site’s IVANS account ID and replace y with your site’s IVANS login ID. Do not delete the single quotes.
15. Click on the green play button at the top of the window or press F5 to execute the query.
16. If “(x row(s) affected)”, with x being the number of rows in DepartmentTable, appears in the results pane at the bottom, then the query has executed successfully. Close SQL Query Analyzer.
17. Click No when it asks if you want to save changes.
18. Using Enterprise Manager, find DepartmentTable again. Right-click on it and select “Return all rows”.

19. When the contents of the table display, you should see the IVANSAccountID and IVANSLoginID columns populated as a result of the query just executed. An example of what a row in DepartmentTable might look like is in the following table (Columns not related to Medicare have been omitted to conserve space.):

DepartmentName	Node	MedicareLoginID	MedicareProviderID	IVANSAccountID	IVANSLoginID
Administrator	00000003R	100MAMA	111111	MyIVANSacct	MyIVANSID

20. Find the MedicareLoginID and MedicareProviderID columns. Write down each of your site's login ID/provider ID combinations.
21. Close DepartmentTable.
22. Find UserIDTable. Right-click on it and select "Return all rows".
23. Find the row that contains a MAMA ID. In that row, highlight the value in the SystemInterface column. Type the corresponding provider ID value in this cell.
24. Ensure that the value in the InUse column of this row is set to "N".
25. For each additional provider ID that your site has, repeat steps 23 and 24 until a row exists in UserIDTable for each provider ID. If your site only has one provider ID, please continue.
26. Click on the left-most column of the first empty row at the bottom of the table so that the cursor is there.
27. Type a provider ID value in this cell.
28. Press Tab to go to the next cell.
29. In the UserID column, type one of the new MAMA IDs for your site.
30. Press Tab to go to the next cell.
31. In the Password column, type the password for that MAMA ID.
32. Press Tab to go to the next cell.
33. In the UseCount column, type "0" (zero).
34. Press Tab to go to the next cell.
35. In the CumulativeUseCount column, type "0" (zero).
36. Press Tab to go to the next cell.
37. In the InUse column, type "N".
38. Press Tab to go to the first cell of the next row.
39. Repeat steps 27-38 for each additional new MAMA ID your site has. (For more information on MAMA IDs, please review the "MAMA IDs" part of the "Summary of Changes" section above.)
40. The cursor should now be in the SystemInterface column of the first empty row. Type your site's IVANS account ID in this cell.
41. Press Tab to go to the next cell.
42. In the UserID column, type your site's IVANS login ID.
43. Press Tab to go to the next cell.
44. In the Password column, type your site's IVANS password.
45. Press Tab to go to the next cell.

46. In the UseCount column, type “0” (zero).
47. Press Tab to go to the next cell.
48. In the CumulativeUseCount column, type “0” (zero).
49. Press Tab to go to the next cell.
50. In the InUse column, type “N”.
51. Press Tab to go to the first cell of the next row.
52. When you are finished modifying UserIDTable, compare it to the following tables.

**This is what UserIDTable might look like for sites with one provider ID:**

SystemInterface	UserID	Password	UseCount	CumulativeUseCount	InUse
111111	100MAMA	MAMAPWD	0	0	N
111111	200MAMA	PWDMAMA	0	0	N
MyIVANSacct	MyIVANSID	IVANSPWD	0	0	N

**This is what UserIDTable might look like for sites with more than one provider ID:**

SystemInterface	UserID	Password	UseCount	CumulativeUseCount	InUse
111111	100MAMA	MAMAPWD	0	0	N
222222	200MAMA	PWDMAMA	0	0	N
MyIVANSacct	MyIVANSID	IVANSPWD	0	0	N

53. Close UserIDTable.

54. Close Enterprise Manager.