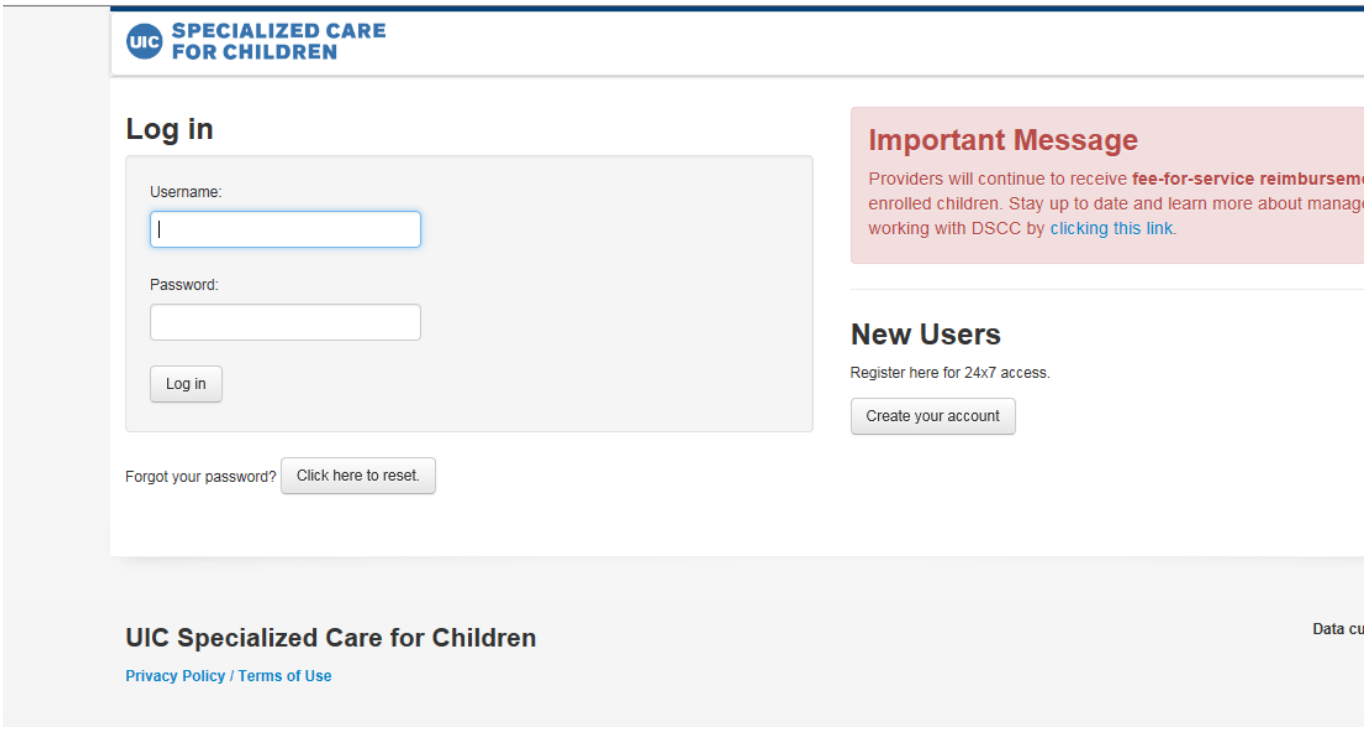
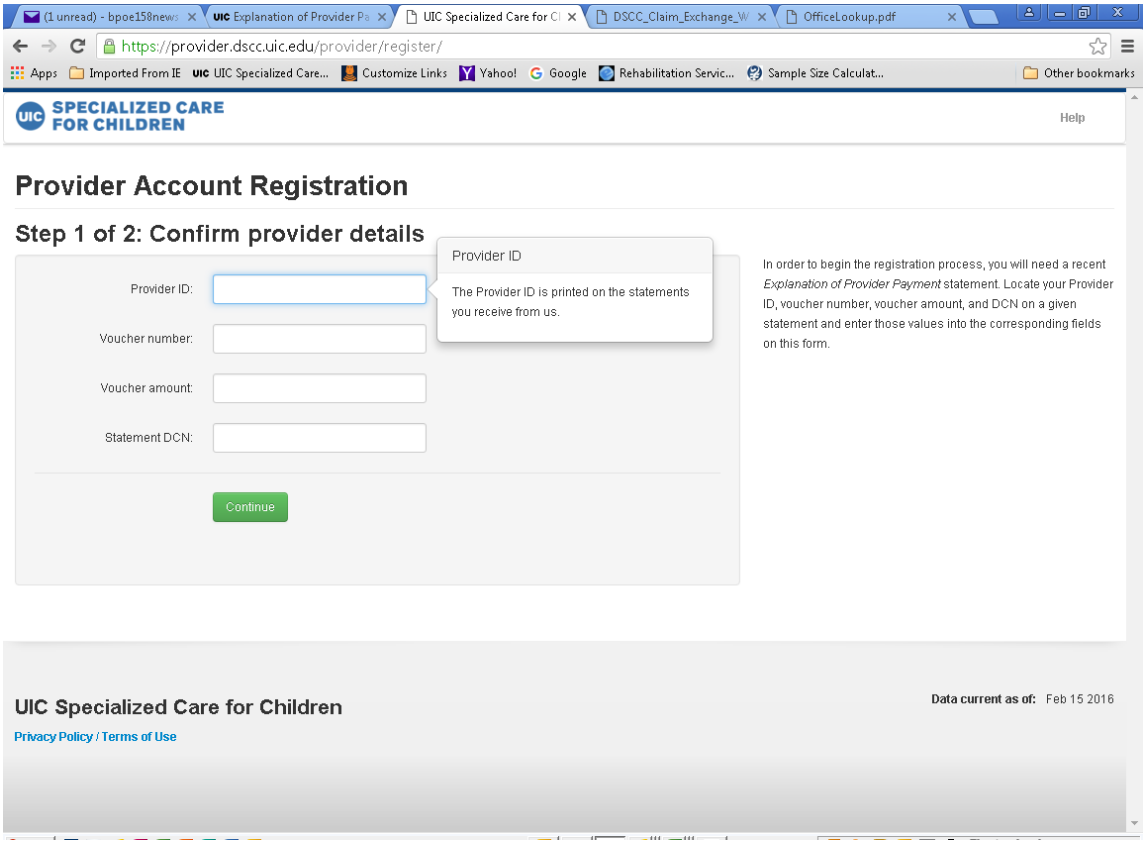
DSCC Claim Exchange Web Portal
User Guide

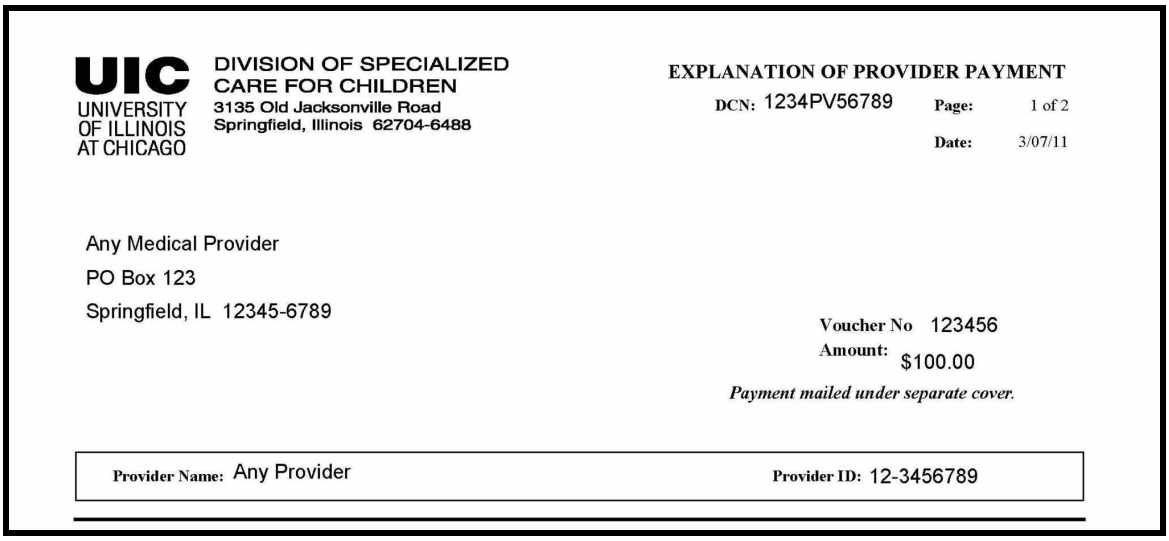


Open browser and enter this URL: **https://provider.dscc.uic.edu/login/**

First Time Users:

Under New Users click on **Create your account**





UIC UNIVERSITY OF ILLINOIS AT CHICAGO

DIVISION OF SPECIALIZED CARE FOR CHILDREN
3135 Old Jacksonville Road
Springfield, Illinois 62704-6488

EXPLANATION OF PROVIDER PAYMENT

DCN: 1234PV56789 **Page:** 1 of 2

Date: 3/07/11

Any Medical Provider
PO Box 123
Springfield, IL 12345-6789

Voucher No 123456
Amount: $100.00

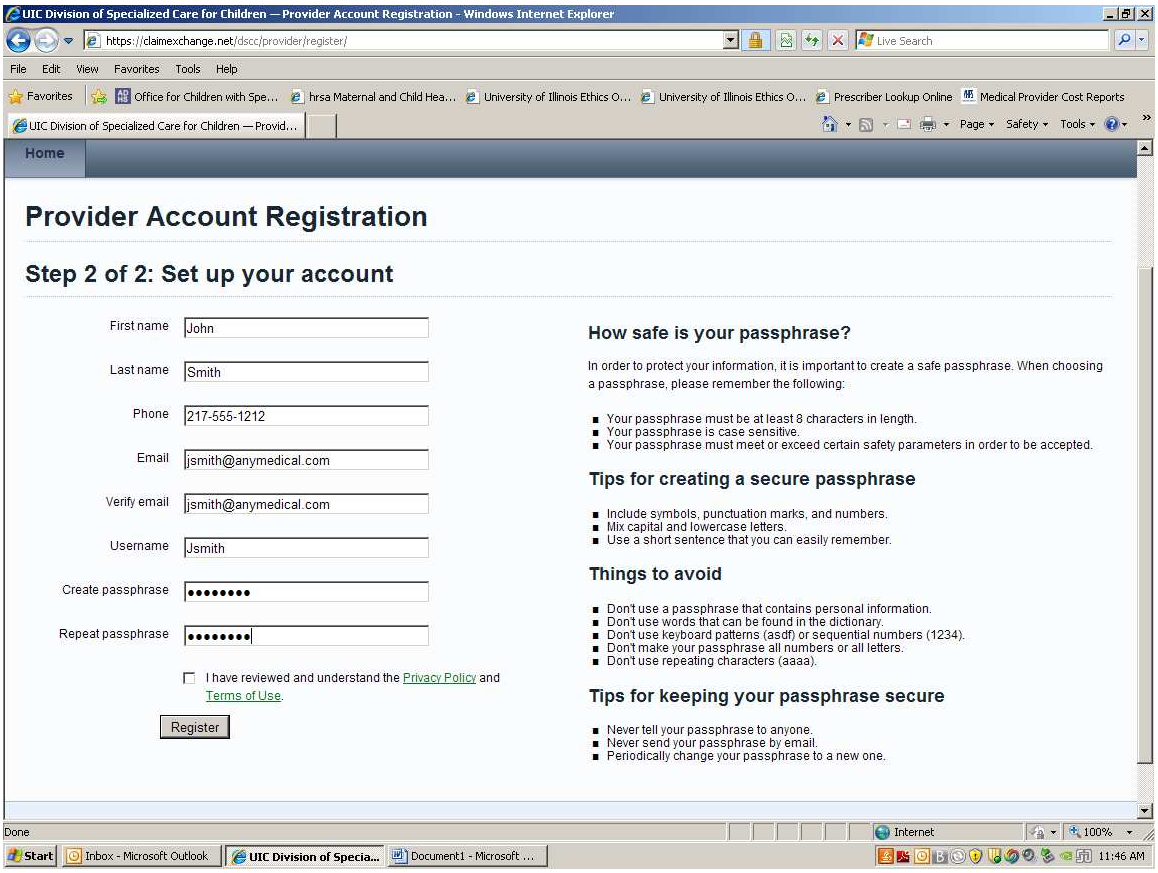
Payment mailed under separate cover.

Provider Name: Any Provider **Provider ID:** 12-3456789

You will need to provide the following information from a recent **DSCC Explanation of Provider Payment** to enroll on the DSCC web portal:

Provider ID	**Voucher number**	**Payment Amt**	**Statement DCN**
12456789	123456	$100.00	1234PV56789

Once you have entered these items press **Continue**

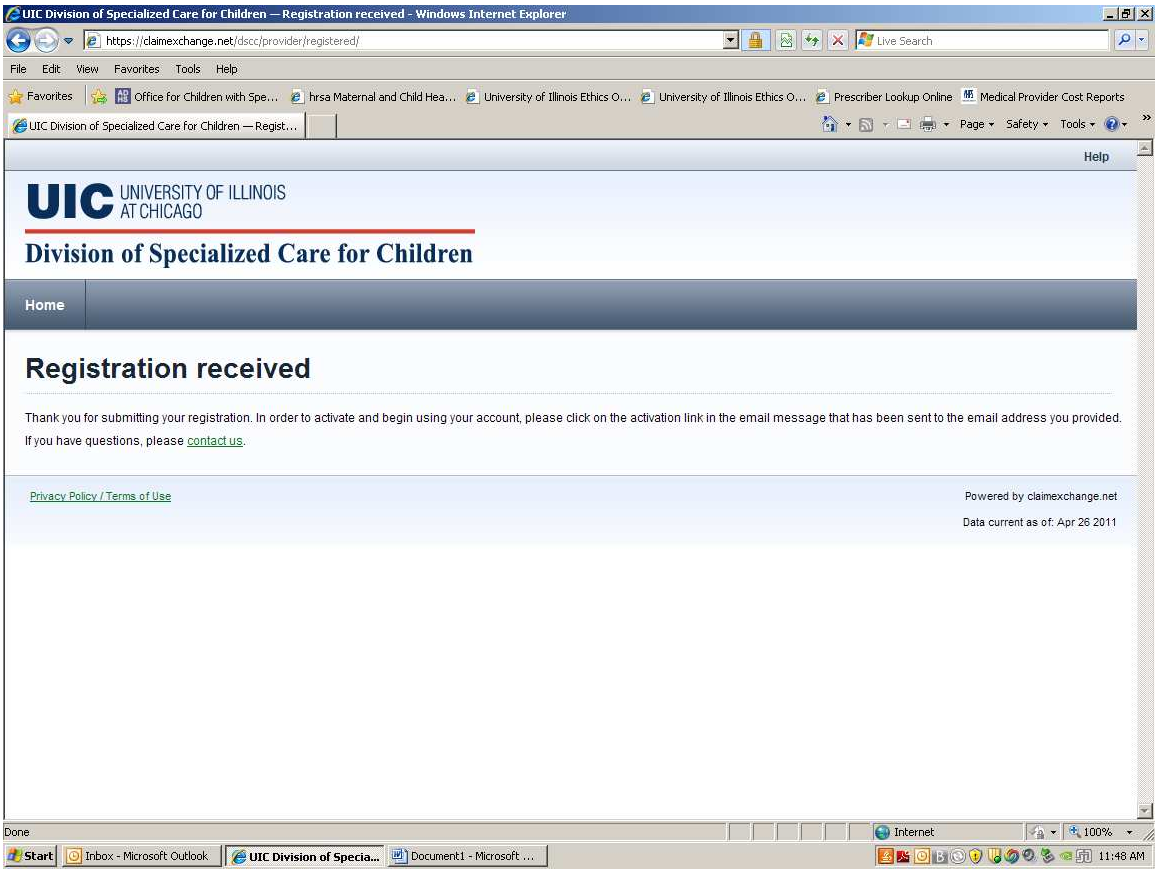


This screen collects contact information including:

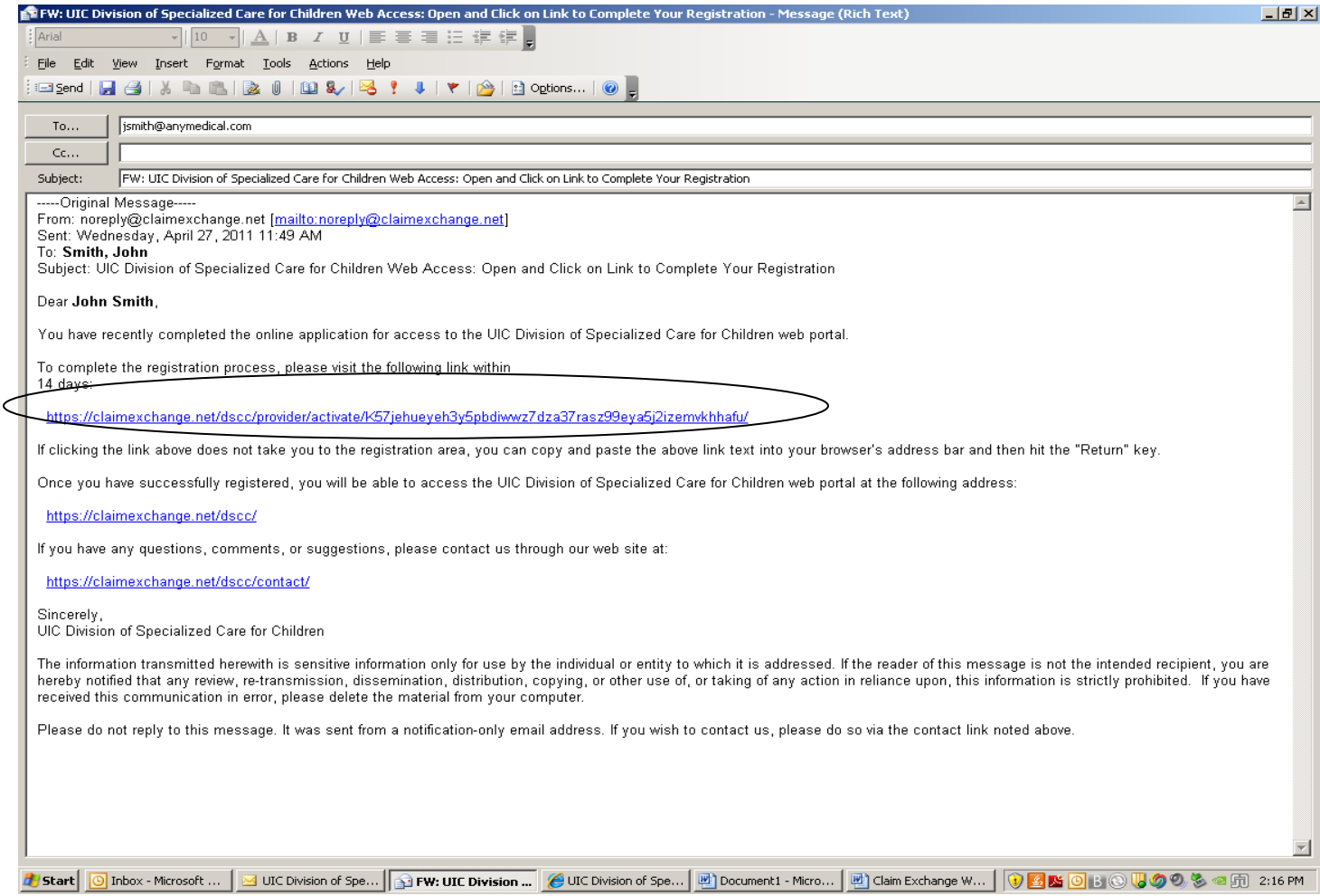
First Name
Last Name
Phone #
E-mail
User Name Create a unique username that you will use to login each time
Passphrase Follow the onscreen tips for creating a secure passphrase(password)

Click on the link for **Privacy Policy** and **Terms of Use** for this web site and then click to asknowledge that you have read and understand the privacy policy and terms of use.

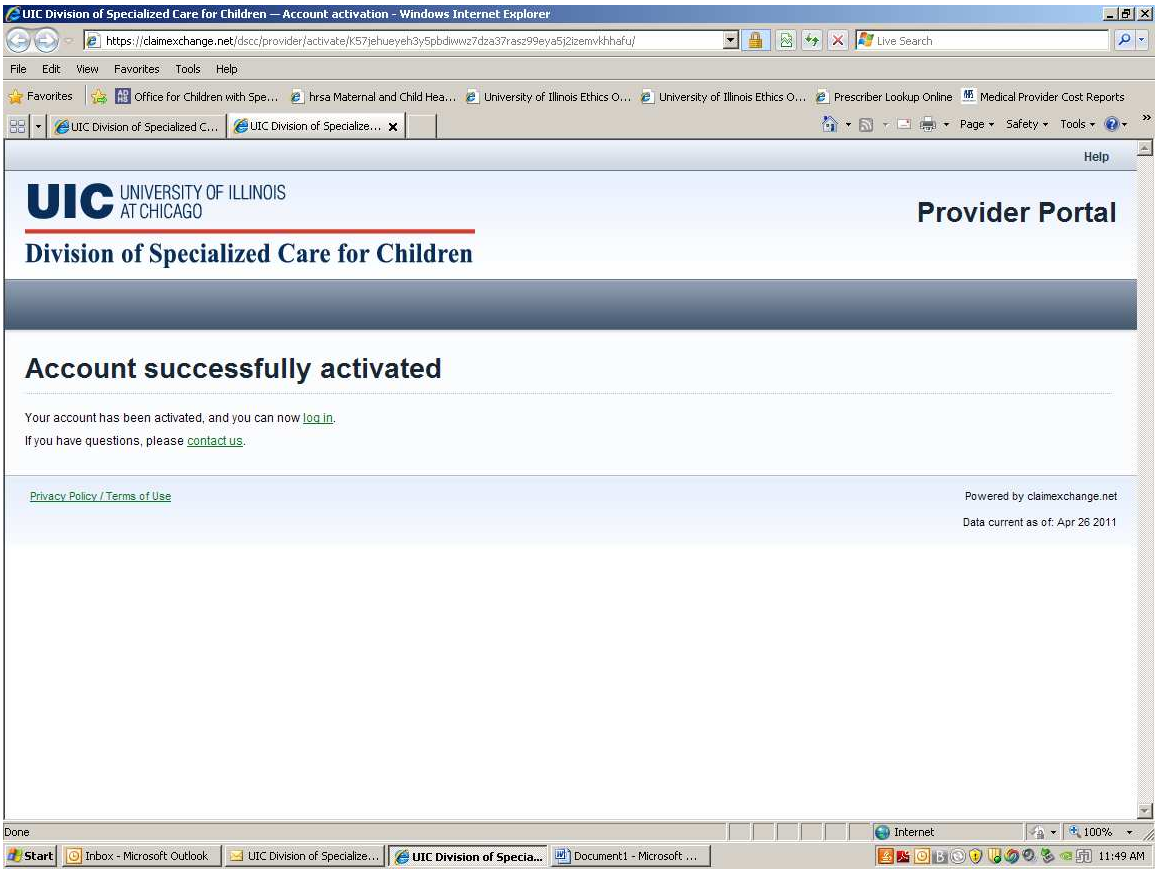
Press **Register** to continue to next screen



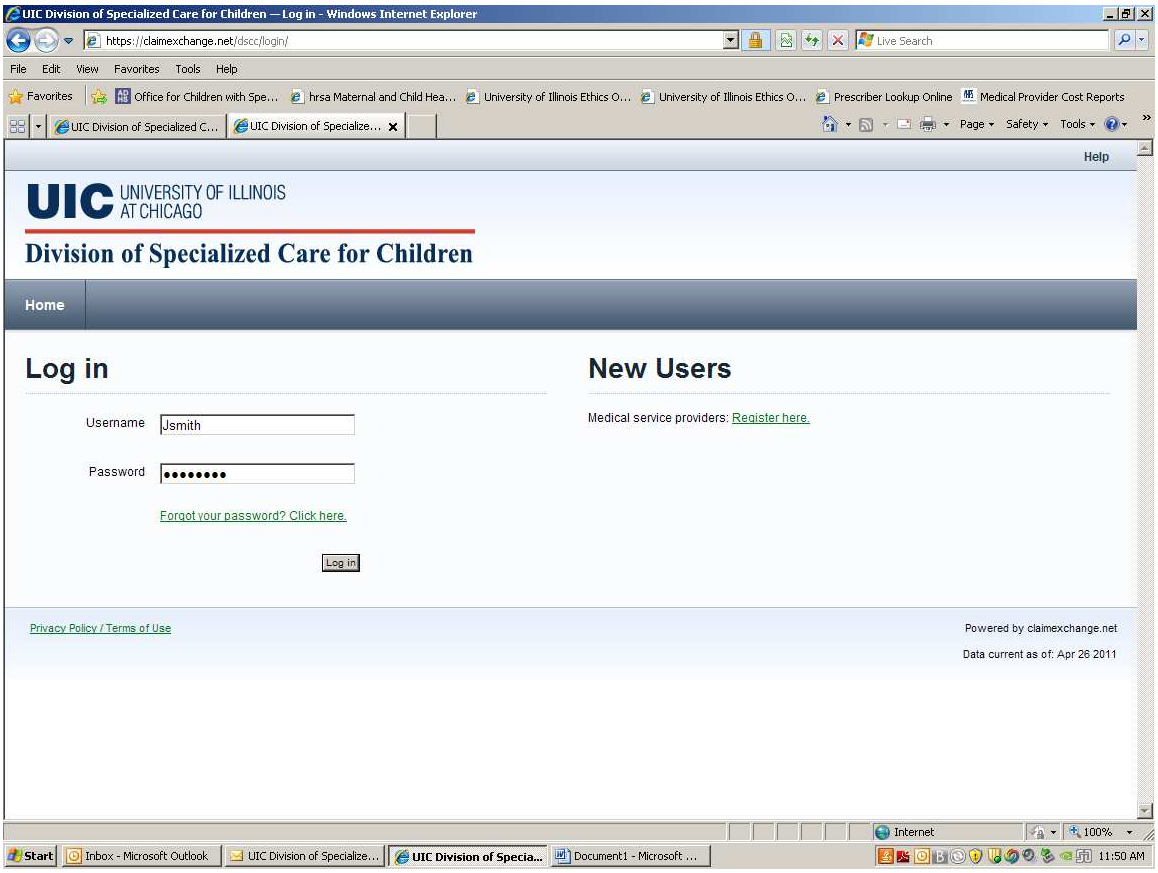
Once you have successfully registered an email will be sent automatically to the email address you entered on the previous screen. You will need to follow the instructions in the email to activate you registration.



Click on the embedded link in the attached email sample and you will complete the activation of your account registration. Note: You must respond within 14 days or you will need to begin the registration again.

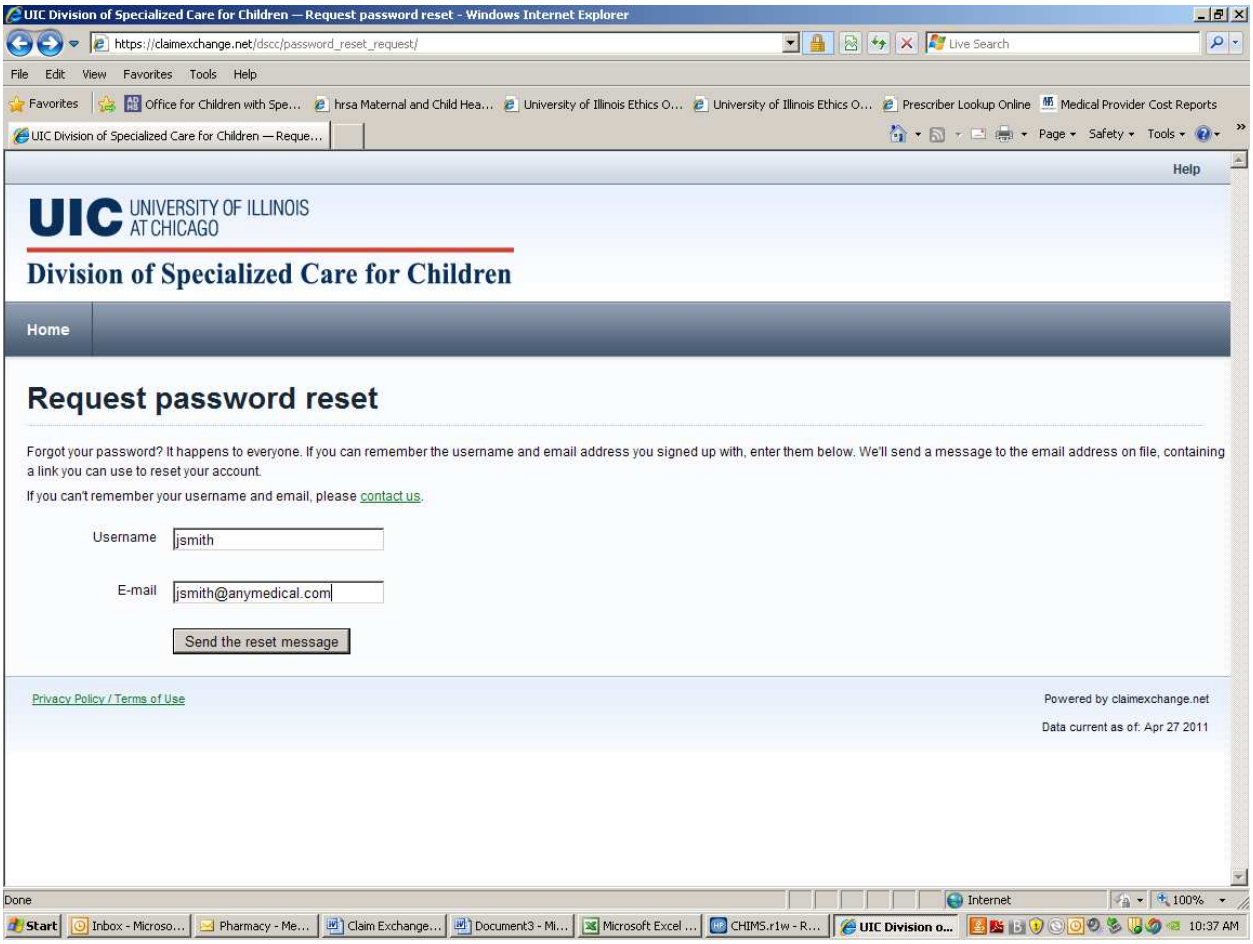


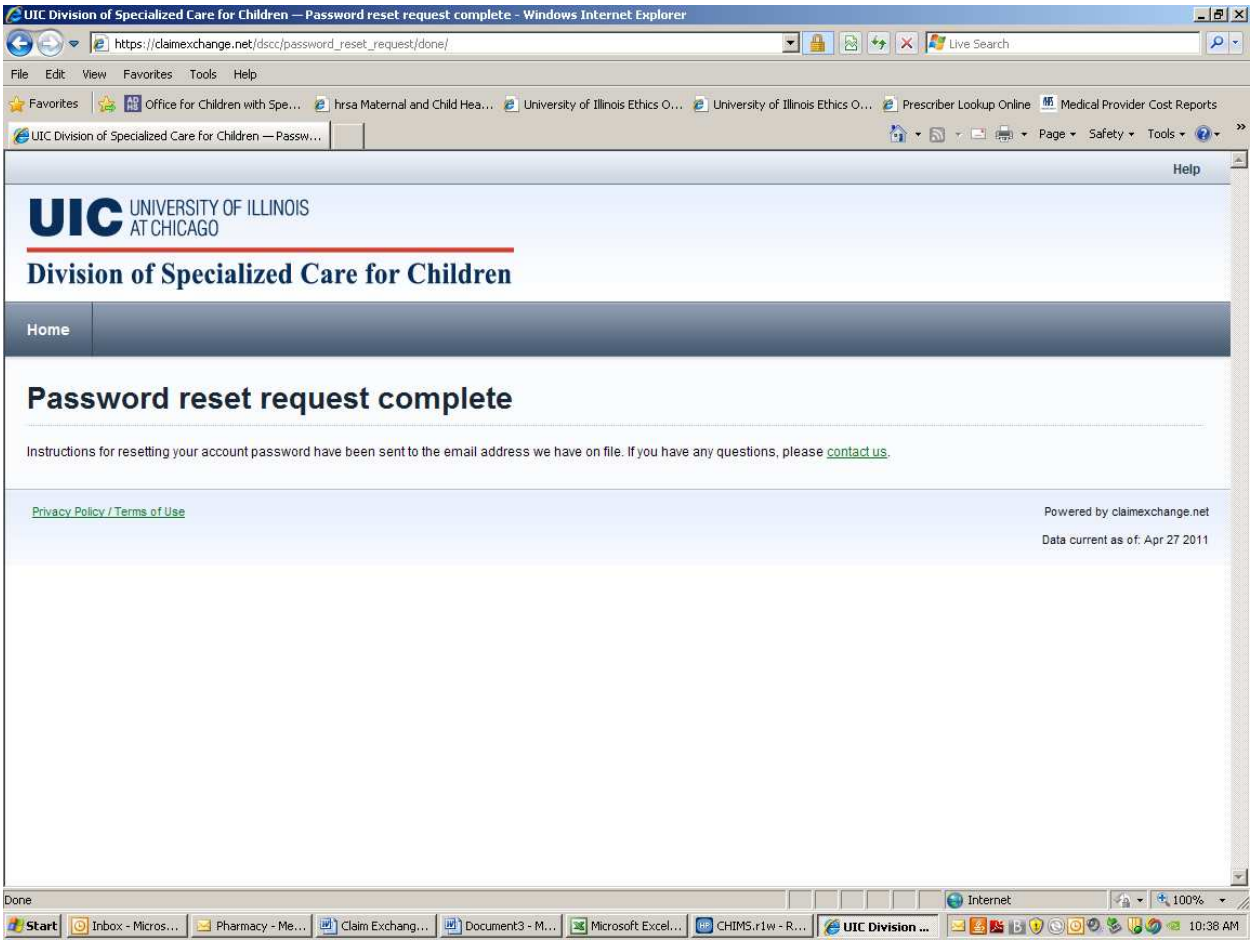
This screen indicates that your activation is complete and you may begin to the DSCC web portal.

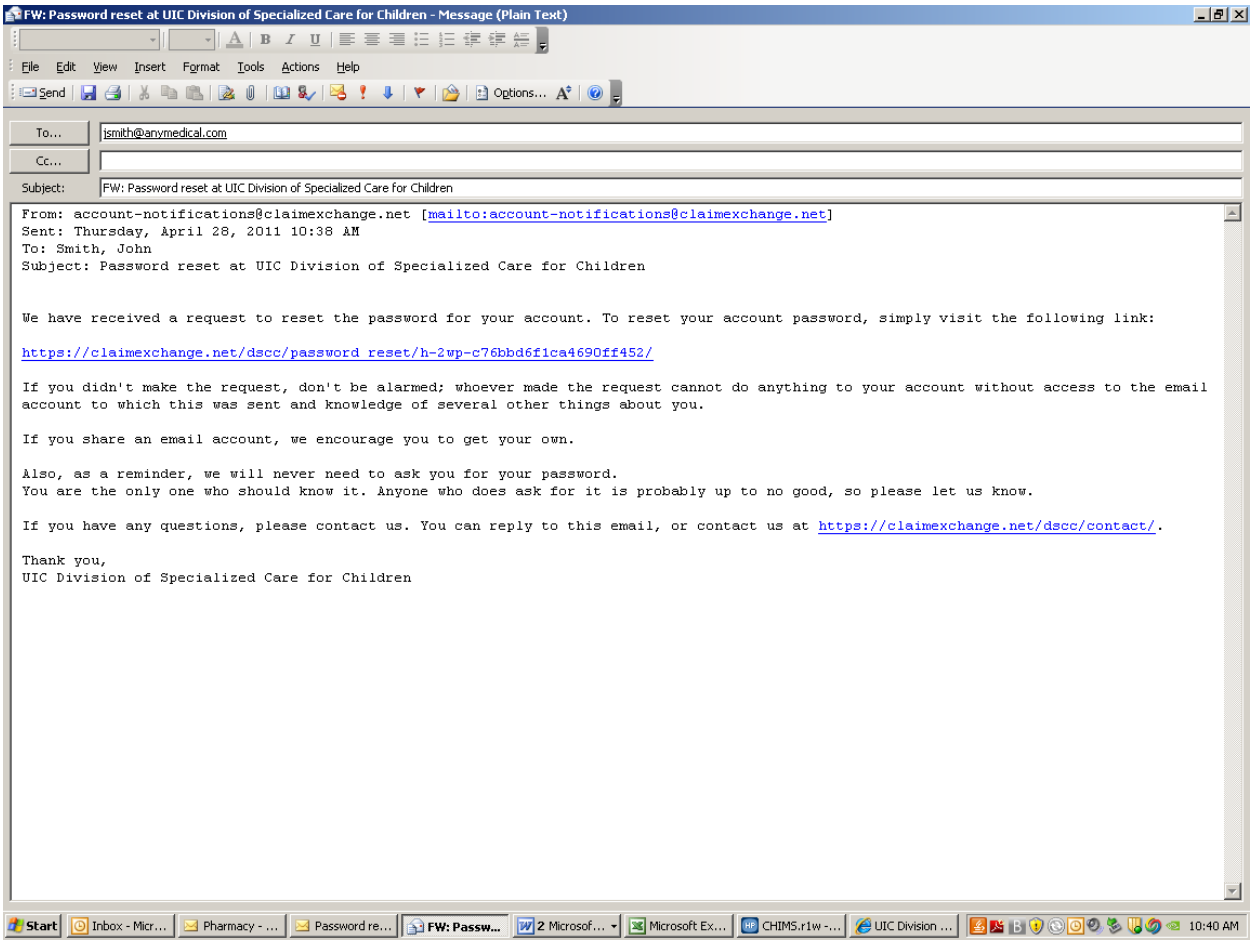


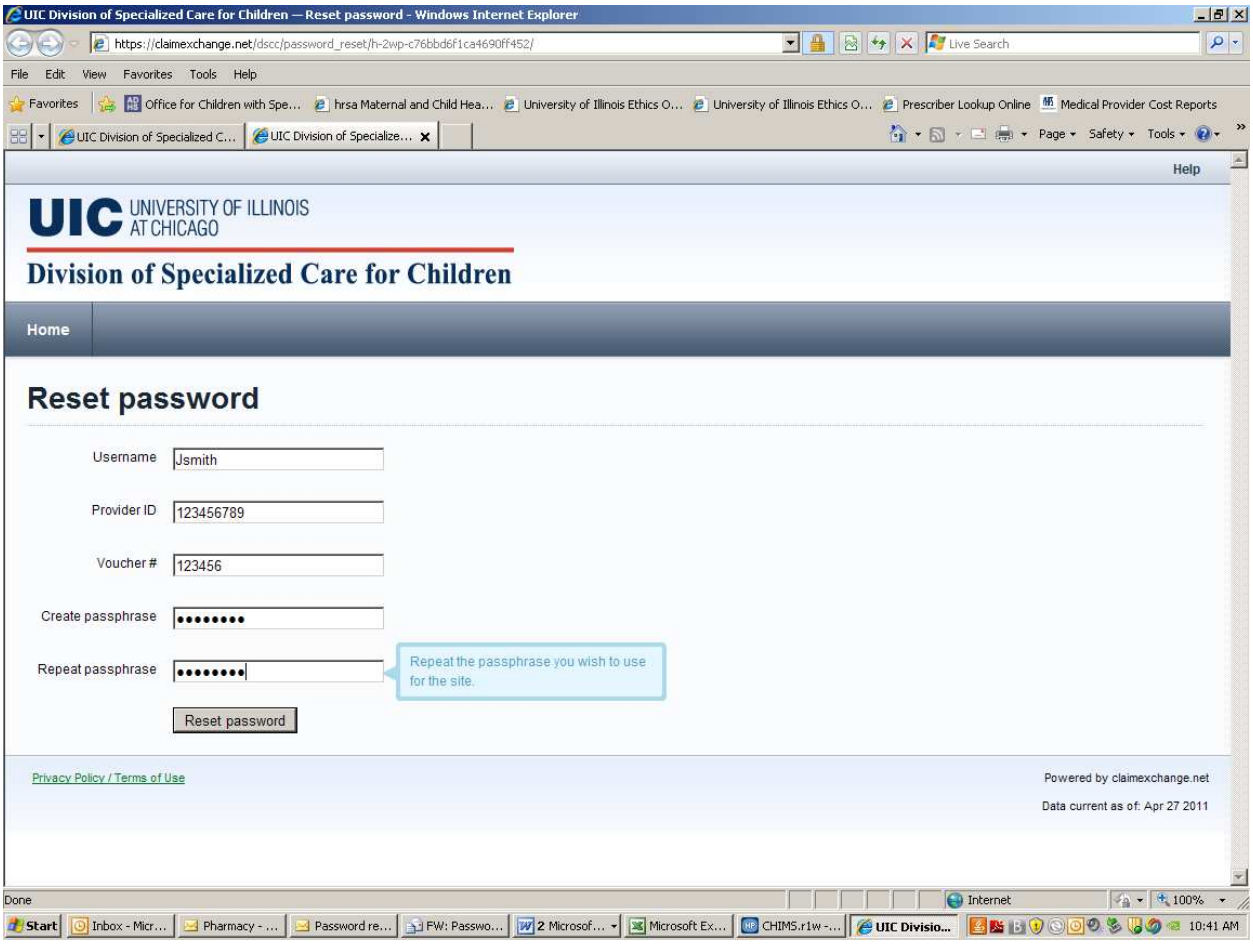
To being using the DSCC web portal and access the Explanation of Provider Payments listed under the Provider ID that you entered as part of the registration process simply type in the username and password that you created previously.

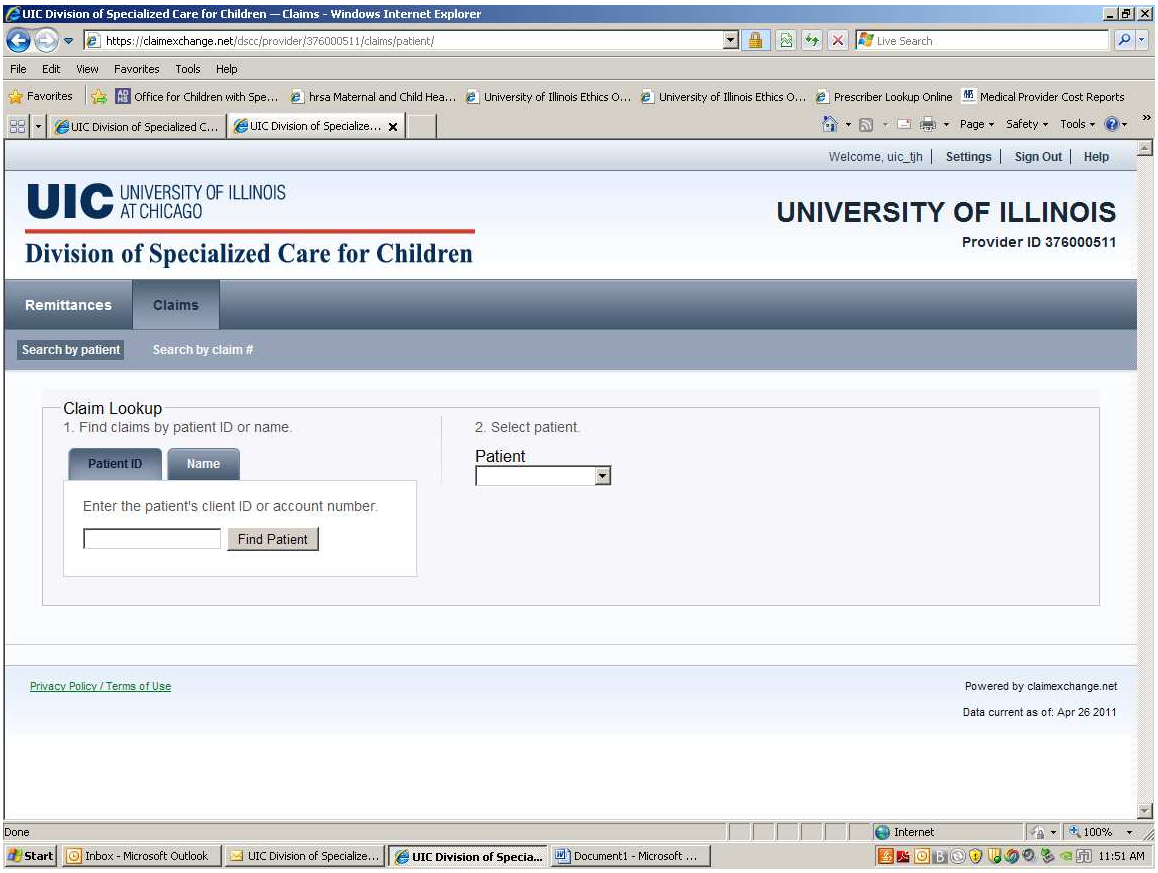
If you need assistance or forgot your password click on the link below the Password box you will receive an email with instructions.


UIC Division of Specialized Care for Children — Request password reset - Windows Internet Explorer
https://claimexchange.net/dscc/password_reset_request/
Help
UIC UNIVERSITY OF ILLINOIS AT CHICAGO
Division of Specialized Care for Children
Home
Request password reset
Forgot your password? It happens to everyone. If you can remember the username and email address you signed up with, enter them below. We'll send a message to the email address on file, containing a link you can use to reset your account.
If you can't remember your username and email, please contact us.
Username
jsmith
E-mail
jsmith@anymedical.com
Send the reset message
Privacy Policy / Terms of Use
Powered by claimexchange.net
Data current as of: Apr 27 2011

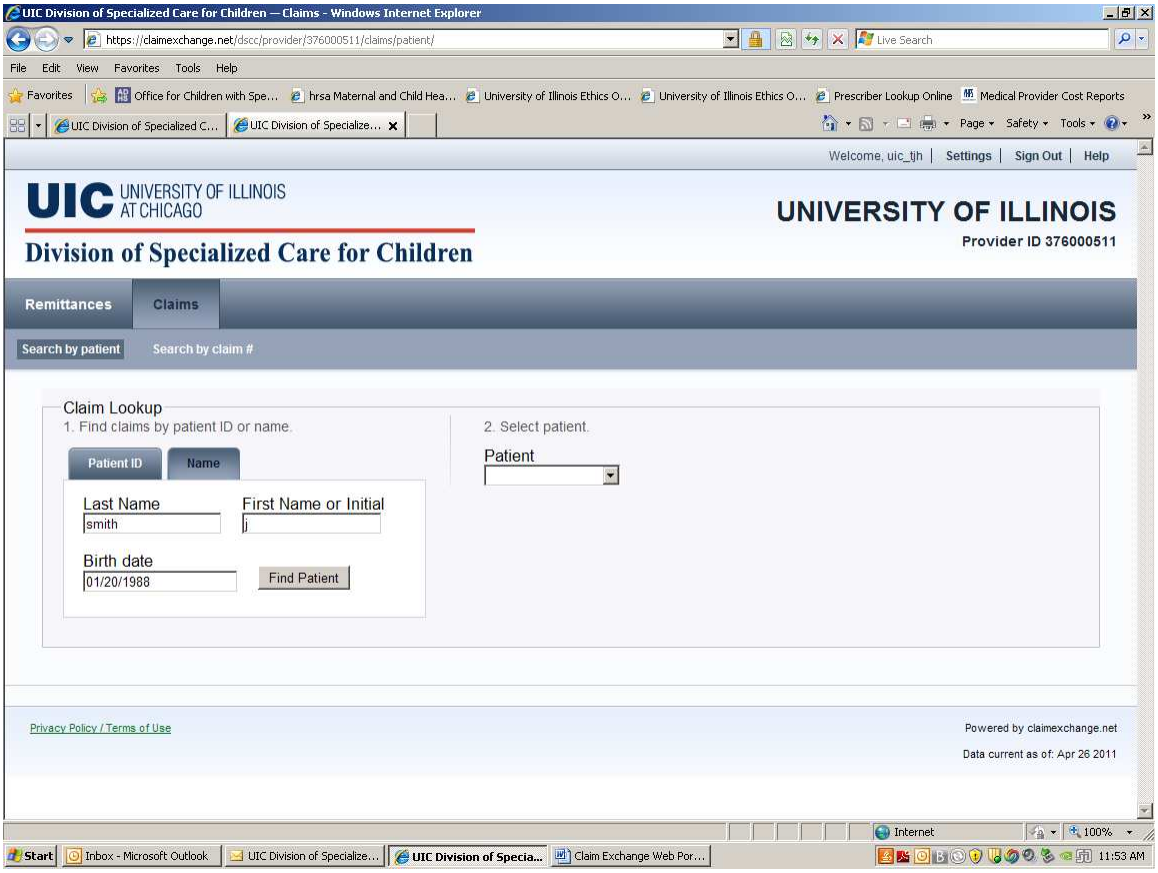

UIC Division of Specialized Care for Children — Password reset request complete - Windows Internet Explorer
https://claimexchange.net/dscc/password_reset_request/done/
Help
UIC UNIVERSITY OF ILLINOIS AT CHICAGO
Division of Specialized Care for Children
Home
Password reset request complete
Instructions for resetting your account password have been sent to the email address we have on file. If you have any questions, please contact us.
Privacy Policy / Terms of Use
Powered by claimexchange.net
Data current as of: Apr 27 2011


FW: Password reset at UIC Division of Specialized Care for Children - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Send Options...
To... jsmith@anymedical.com
Cc...
Subject: FW: Password reset at UIC Division of Specialized Care for Children
From: account-notifications@claimexchange.net [mailto:account-notifications@claimexchange.net]
Sent: Thursday, April 28, 2011 10:38 AM
To: Smith, John
Subject: Password reset at UIC Division of Specialized Care for Children
We have received a request to reset the password for your account. To reset your account password, simply visit the following link:
https://claimexchange.net/dscc/password_reset/h-2wp-c76bbd6f1ca4690ff452/
If you didn't make the request, don't be alarmed; whoever made the request cannot do anything to your account without access to the email account to which this was sent and knowledge of several other things about you.
If you share an email account, we encourage you to get your own.
Also, as a reminder, we will never need to ask you for your password.
You are the only one who should know it. Anyone who does ask for it is probably up to no good, so please let us know.
If you have any questions, please contact us. You can reply to this email, or contact us at https://claimexchange.net/dscc/contact/.
Thank you,
UIC Division of Specialized Care for Children
Start
Inbox - Micr...
Pharmacy - ...
Password re...
FW: Passw...
2 Microsof...
Microsoft Ex...
CHIMS.r1w -...
UIC Division ...
10:40 AM


UIC Division of Specialized Care for Children — Reset password - Windows Internet Explorer
https://claimexchange.net/dscc/password_reset/h-2wp-c76bbd6f1ca4690ff452/
Help
UIC UNIVERSITY OF ILLINOIS AT CHICAGO
Division of Specialized Care for Children
Home
Reset password
Username
Jsmith
Provider ID
123456789
Voucher #
123456
Create passphrase
Repeat passphrase
Repeat the passphrase you wish to use for the site.
Reset password
Privacy Policy / Terms of Use
Powered by claimexchange.net
Data current as of: Apr 27 2011



To search for claims by a DSCC Patient ID or Patient Acct # (assigned by provider)



Search for Patient by Name

Enter Last Name, First Name (Initial) and Birthdate of the child you want to find