Transcript: KY MPPA Navigation Menu and Navigation Buttons (Video Nav-7)

This document contains the transcript for Video Nav-7: KY MPPA Navigation Menu and Navigation Buttons.

Introduction

This video will cover the Navigation buttons and Left Navigation Menu.

Navigation Buttons

In this video we will start with the Navigation buttons.

There are three navigation buttons available at the bottom of each input screen: Exit, Back and Save & Next.

The Back button will take you to the previous screen.

The Save & Next button is a key element on each screen - this button will save the information you input on the screen and also advances you to the next screen. If you do not click Save & Next, any information entered will be lost and will need to be re-input. Clicking this button is also the only way to advance through the application for a New Enrollment or when you perform Revalidation or the initial Maintenance on a KY Medicaid ID. When you click the Save & Next button, you will see a check mark for the associated screen on the Left Navigation Menu.

The Exit button takes you out of the application you are entering and navigates back to the Dashboard. When you click the Exit button, you will see a popup to inform you that any data on the screen will be lost unless you click Save & Next. Click "Yes" to continue exiting.

Left Navigation Menu

The main navigation roadmap within KY MPPA is the Left Navigation menu.

The Left Navigation Menu is an alternate way to navigate through the KY MPPA application. The menu contains the major application sections denoted by the right facing arrows as well as a screen list with associated icons. Click on the arrow to expand the menu and view the screens within that section.

Icons

When you first begin your application, you will see most of the icons on the left navigation menu are circles with a minus sign, or dash, in them. If you hover over these icons, you will see that you cannot go to that screen.

As you progress through the application and enter information, you will notice the circles change to squares with a check mark. These indicate the screen has been completed.

For a New Enrollment application or when you are performing Maintenance for the first time or a revalidation, you must progress through the application screen by screen in order. You cannot jump ahead, however you can go back to any screen that you have completed (with the check mark icon) by clicking on the screen title.

The screen you are currently working on will have a pencil icon indicating you are entering data.

The other icon you will notice is the circle - forward slash symbol. This symbol identifies a screen that you will not have to complete within the application because it is not applicable to your provider category or provider type. The application will automatically skip these screens.

Wrap Up

You have just finished the Navigation Buttons and Left Navigation Menu video. To view more on this topic or others, visit the KY MPPA Video Training Library.

Contact Center

If you have questions after reviewing the provided training materials or you need to speak with a Customer Service Representative, you can reach out to the KY MPPA Contact Center via phone at 877-838-5085.

- For program or policy questions, select Extension 2.
- For technical support or questions regarding KY MPPA functionality or use, select Extension 1 or email medicaidpartnerportal.info@ky.gov.