



Pharmacy Training Checklist

September 1, 2021

Gain Access to the Medi-Cal Rx Secured Provider Portal

This checklist is a step-by-step guide to gaining access to the Medi-Cal Rx Secured Provider Portal and the trainings to follow.

Step 1: Register via the User Administration Console (UAC)

All Medi-Cal Rx pharmacy providers, prescribers, and their staff will need to register via the UAC application to access the secured area of the Medi-Cal Rx Provider Portal.

Note: To move on to Step 2, you will need to successfully complete all of Step 1.

Registration Steps

1. Request a personal identification number (PIN) – Visit [UAC](#) and click the **Register** tile.
2. Receive a PIN – PIN will be sent by USPS.
3. Register with your PIN – Return to [UAC](#) and click the **Complete Registration** tile.
4. Validate your account – Click the activation link in your email.
5. Add Users and User Roles – Within [UAC](#), add your organization's users and assign their roles.

Resources

- [UAC Quick Start Guide](#)
- YouTube Highlight: [UAC Tutorial #1 – Start Registration Process](#)
- YouTube Highlight: [UAC Tutorial #1a – Alternate Address Instructions](#)
- YouTube Highlight: [UAC Tutorial #2 – Complete Registration](#)
- YouTube Highlight: [UAC Tutorial #3 – Granting Access for Yourself and Staff](#)
- [Navigating the Medi-Cal Rx Web Portal Flyer](#)
- [Getting Started with Medi-Cal Rx Flyer](#)

- [Medi-Cal Rx Subscription Service \(MCRxSS\) Flyer](#)
- [Medi-Cal Rx Contact Information](#)



- Assign roles to the Delegated Administrator account prior to adding your staff to Standard User roles.

Step 2: Sign Up for the Medi-Cal Rx Subscription Service (MCRxSS)

The MCRxSS is a free service that keeps you up to date on the latest Medi-Cal Rx news. Subscribers receive subject-specific emails for urgent announcements and other updates shortly after they post to the Medi-Cal Rx Secured Provider Portal.

Resources

[Medi-Cal Rx Subscription Service \(MCRxSS\) Flyer](#)

Step 3: Request a SabaSM Learning Management System (LMS) Training Session

The Saba LMS is a one-stop shop for Medi-Cal Rx pharmacy providers and prescribers seeking Education and Outreach information. Topics to be covered during the Saba training sessions include how to view the Education and Outreach events calendar, how to register to attend an event or take an online course, and how to complete evaluations of training effectiveness.

Resources

- [Medi-Cal Rx Saba Provider Job Aid](#)
- [YouTube Highlights](#)
- Specific dates and training sessions for providers to enroll in: [Saba Training Calendar](#)
- [Training Information Flyer](#)
- [Medi-Cal Rx Contact Information](#)



- Use Google Chrome when accessing Saba to avoid issues accessing content.
- Please help us improve our future trainings by participating in the course evaluation after each one is successfully completed.

Step 4. Medi-Cal Rx Transition, Resources, and Provider Portal Training

This training is intended to give pharmacy providers an overview of the Medi-Cal Rx transition and the resources that are available on the Medi-Cal Rx Provider Portal. Topics that will be covered in this training include the following:

- **Session 1:** Medi-Cal Rx Implementation and Changes Affecting Providers
- **Session 2:** Point-of-Sale (POS) Technical and Operational Readiness
- **Session 3:** Claims Submission and Finance Information

Resources

- Specific dates and training sessions for pharmacy providers will be posted in the [Saba Training Calendar](#)
- [Medi-Cal Rx Contact Information](#)
- [Medi-Cal Rx Provider Manual](#)

Step 5: Prior Authorization (PA) Training

A PA, previously known as a Treatment Authorization Request (TAR), requires pharmacy providers to obtain approval before rendering pharmacy services such as prescriptions. This training will be intended for pharmacy providers and prescribers that plan to use the new Medi-Cal Rx Secured Provider Portal to submit PAs.

Resources

- [Medi-Cal Rx Prior Authorization \(PA\) Job Aid](#)
- Specific Dates and Training Sessions for providers to enroll in PA Training: [Saba Training Calendar](#)
- [Medi-Cal Rx Contract Drugs List](#)
- [Medi-Cal Rx Options for PA Submission Guide](#)
- [Five Ways to Submit a Prior Authorization \(PA\) Flyer](#)
- [PA Case Review Process Flyer](#)
- [Medi-Cal Rx Contact Information](#)
- [Customer Service Center \(CSC\) Main Menu Prompt Options Flyer](#)

Step 6. Web Claims Submission Training

This training will give providers an overview of the new Medi-Cal Rx Web Claims Submission system. Providers currently using a POS system to process prescription claims can continue to submit web claims via this channel.

Resources

- Specific dates and training sessions for providers to enroll in Web Claims Submission Training: [Saba Training Calendar](#)
- [Medi-Cal Rx Finance Portal Job Aid](#)
- [Customer Service Center \(CSC\) Main Menu Prompt Options Flyer](#)
- [Payer Sheet](#)
- [Billing Tips – Web Version](#)
- [Medicare Remit Easy Print \(MREP\) Software](#)
- [Medi-Cal Rx Contact Information](#)

If you have questions, please contact us:

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