



Medi-Cal Rx User Administration Console (UAC) Application Roles

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The purpose of this bulletin is to prepare pharmacies and prescribers for the upcoming Medi-Cal Rx transition by providing information on the currently available applications and their functionalities within the Medi-Cal Rx Secured Provider Portal.

In order to access this secured portion of the Medi-Cal Rx Web Portal and the applications contained within, pharmacy providers and prescribers will need to successfully register for the User Administration Console (UAC). Successful registration through the UAC will allow providers secure access to the following: Prior Authorization (PA) System, Secure Chat and Messaging, Beneficiary Eligibility Lookup Tool, Web and Batch Claims Submission, and the Provider Training Calendar in the SabaSM Learning Management System. Refer to the resources below for assistance on starting and completing UAC registration:

- [UAC Quick Start Guide](#)
- [UAC Tutorial #1: Start Registration Process](#)
- [UAC Tutorial #1a: Alternate Address Instructions](#)
- [UAC Tutorial #2: Complete Registration](#)
- [UAC Tutorial #3: Granting Access for Yourself and Staff](#)
- [Provider Registration and Training FAQs](#)

Successful completion of the UAC registration is key in determining your user access needs.

The first table below, Medi-Cal Rx Applications, describes the Medi-Cal Rx applications that are currently available after users have successfully registered for UAC. Please review those application descriptions and functionalities.

The second table, UAC Applications/Roles/Descriptions, shows the names used in the “Orgs and Roles” portion of the UAC application to identify the Medi-Cal Rx tools and functionality that are currently available as well as the tools and functionality that will become available in the future. The “role” and “description” for each corresponding application will help you determine what “roles” to assign to your organization’s users.

Medi-Cal Rx Applications		
UAC	Saba	Medi-Cal Rx Secured Provider Portal
<p>This is an application that will populate only if you are a Delegated Administrator. In the UAC, you will have access to the following:</p> <ul style="list-style-type: none"> • Add/Manage user accounts and their roles • Add/Manage organization NPIs • Add/Manage PINs 	<p>This is the learning application for Training and Education & Outreach materials. In Saba, you will be able to do the following:</p> <ul style="list-style-type: none"> • View/Enroll in classes • View courses, course descriptions, and schedules • Access the calendar 	<p>This application allows you access to the following areas within the Medi-Cal Rx Secured Provider Portal:</p> <ul style="list-style-type: none"> • Financial Portal • Beneficiary Eligibility Lookup • Web Claims Submission • Prior Authorization (PA) Submission and Inquiry • Medi-Cal Rx Payer Sheet • Secure Message Center • Secure Chat

UAC Applications/Roles/Descriptions		
Application	Role	Description
MRx Provider Portal	California Provider Portal	Able to access the secured Provider Portal which features the following: Beneficiary Eligibility Lookup Prior Authorization Submission and Inquiry Secure Message Center & Chat
Web Claims Submission	Web Claims Submission Access	Able to submit claims (includes reversals and resubmissions)
Financial Portal	Financial Portal Access	Able to have full access to financial information and medical insurance payment explanation

UAC Applications/Roles/Descriptions		
Application	Role	Description
	835 File Access	Able to have access to and download the 835 File
	EFT Access	Able to add and remove financial information only
	ERA Access	Able to request data of medical insurance payment explanation
Saba	Saba Training	Able to view and register for trainings, class schedules, & courses Calendar of Education and Outreach Events