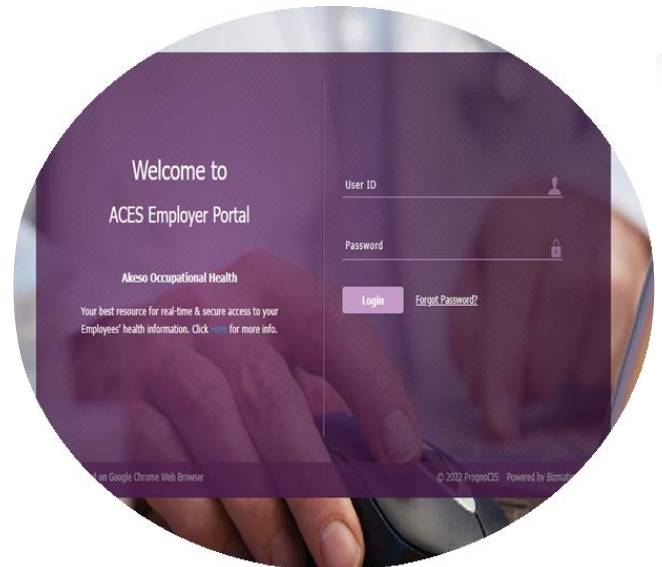# ACES EMPLOYER PORTAL

Akeso Occupational Health offers an integrated Employer Portal to provide secure self-service capabilities at the time and place of their convenience.

Powered by **prognoCIS** By bizmatics
A division of Harris

Welcome to
ACES Employer Portal

Akeso Occupational Health

Your best resource for real-time & secure access to your Employees' health information. Click here for more info.

User ID

Password

Login   Forgot Password?

on Google Chrome Web Browser   © 2022 PrognoCIS   Powered by Bizmat

BENEFITS OF EMPLOYER PORTAL

Secure Real-time sharing of Information

Clinics securely share Employee's Protected Health Information (PHI) with their registered Employers.

Employer Service Reports

Through the Portal, Employers gain access to important information such as employee physical exams and testing as well as work-related accidents, illnesses and related follow-up.

Streamlined Billing and Payments Process

The Employer Portal streamlines the billing and payment process. Employers can view their aging buckets, invoices and make payments on-line. The employer portal is a powerful tool for financial management.

Self Administration Capabilities

Employers can manage their Employee roster and register new Employees. Additionally, they can administer access to the Portal via the User Management feature.

EMPLOYER PORTAL SAVES TIME BY AUTOMATING ADMINISTRATIVE TASKS

The Employer Portal serves to streamline communication between Akeso Occupational Health and its Employers.

Employers can manage their own employee list, register their employees in the clinic, schedule appointments (coming soon), and run reports. Additionally, they can manage who is able to access to the Employer Portal and control the what type of information those users can access.

Through the secure portal, all relevant information on an employee's health status can be shared electronically with clients. Services include Pre-employment Physicals, Drug Screens, compliance questionnaires and certificates, plus pertinent details regarding worker's compensation cases and Work Status Reports.

CONTACT YOUR CLINIC

Clinic Name: _____

Phone: _____

Email: _____

STEPS TO USE EMPLOYER PORTAL

LOGIN TO EMPLOYER PORTAL

1. Click the URL link included in the email you receive with your username and password or visit our web site and select the **ACES LOG IN** button.

2. The Login of Aces Employer Portal will be displayed.

3. Enter the User ID and Password in the appropriate fields.

4. When prompted, enter the Captcha Code in the space provided to validate your access.
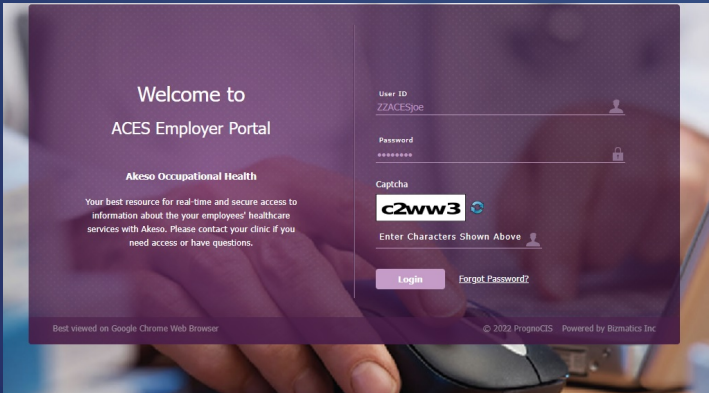
5. Tap the Login button.

EMPLOYER PORTAL HOME SCREEN

Upon logging into the Portal, the clinic's logo will display in the upper left and there will be a "Welcome" to the logged-in user to the right of that. If you hover the mouse over the user's name, the Employer Name will display.

Each user can manage their own profile by tapping the silhouette icon, which lets you change your User ID and Password as well as log out of the portal.
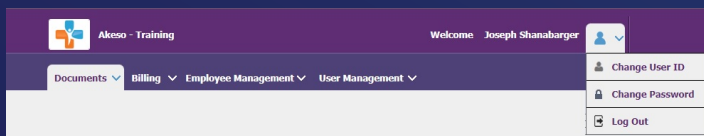
NAVIGATING THE DATA

Across the top of the page, the various data tabs are always visible, which enables you to easily navigate from documents, claims, payments, and employees as needed.

A 'breadcrumb' trail displays on each tab, which lets you know exactly where you are within the Portal based on the data being accessed.

Conveniently, there are four tabs of pertinent details available in real-time as soon as the clinic has completed the patient's visit documentation.

1. Documents
2. Billing/Payments
3. Employee Management
4. User Management

Within each tab, you have the ability to sort the details as needed and in most cases, you can view directly on the screen or print as necessary. In addition, some reports can be exported to analyze further for a range of date or for an individual employee.
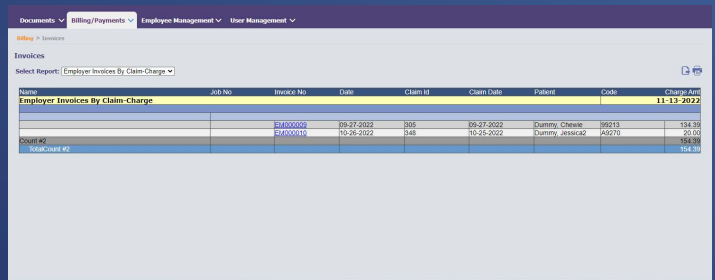
DOCUMENTS TAB

Allows the clinic to share Lab and Radiology results as well as other pertinent documents such as Pre-employment Physicals, Work Status Reports, and more.
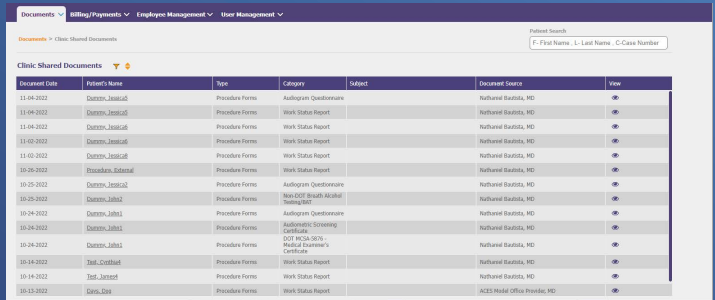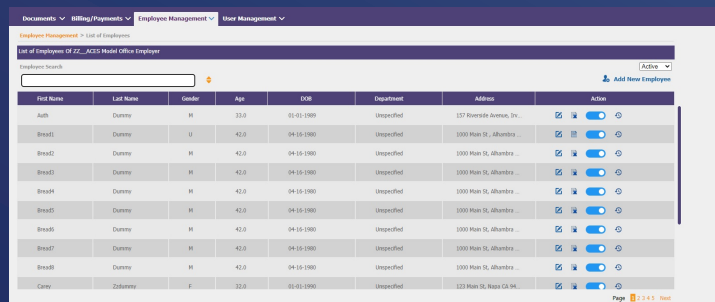
BILLING/PAYMENTS TAB

Gives the clinic access to invoice and payment details so as to manage their aging and make payments directly to the clinic.
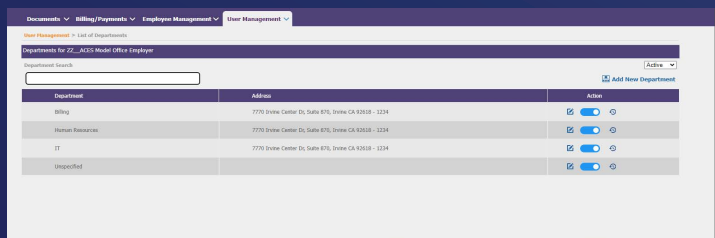
EMPLOYEE MANAGEMENT TAB

Allows employers to manage employee lists and register them for the clinic. Soon they will also be able to schedule appointments.

USER MANAGEMENT TAB

The User Management Tab allows employers to manage local departments and users of the portal and data access for all.