

Online Training

Handout Three

Note: Complete the third section of the online training, **Billing**, before beginning the activities outlined in this handout.

1. Log into the FIT-KIDS Training Website. Use the following URL (web address) for the FIT-KIDS Training Website:

<https://training.dohfit.maximus.com/FIT/Login.aspx>

If you see the following message, click on **“Continue to this website (not recommended)”**:



There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

- Click here to close this webpage.
- Continue to this website (not recommended).
- More information

2. Log into the FIT-KIDS Training Website using the User Name **“FITProvider1”** and the Password **“FITProvider1”**.
3. Practice billing approval process. Go to billing, and practice marking the claims that were generated from the delivered services you entered under Handout 2 as **“Ready to Bill”**. Note: You must be logged in as the provider manager user, **“FITProvider1”** to be able to approve billing claims. Data entry clerks cannot approve claims!
4. When you have completed your practice exercises, be sure to log out and close your browser.