



Commonwealth of Massachusetts  
Executive Office of Health and Human Services

**Virtual Gateway Enterprise  
 Provider Data Management Roles Descriptions**

EOHHS Virtual  
 Gateway Help Desk  
 1-800-421-0938

Enterprise Service	Enterprise Role	Role Assignment Descriptions
<b>Provider Data Management</b>	Agency Review	This Health and Human Service employee role provides for access to the Provider Data Management Service, which allows the user to view provider information for a single provider at a time, but also have access to all provider's information. This user can also perform ad hoc reporting on all provider data.
<b>Provider Data Management</b>	Data Entry Administrator	This role should be assigned to the provider employee needing to access the Provider Data Management Service. This assignment will allow the provider employee to update their own data, save it until they are satisfied with their entry, and submit the data officially so that agencies can view the completed record.
<b>Provider Data Management</b>	Provider Reviewer	This role should be assigned to the provider employee needing to access the Provider Data Management Service. This assignment will allow the provider employee to view information about their agency.
<b>Provider Data Management</b>	Qualification Staff	This role is typically assigned to an employee of the Health and Human Service's Qualification Staff. The role provides access to the Provider Data Management Service which allows the user to view provider information for a single provider at a time, but also have access to all provider's information. Qualification Staff can perform ad hoc reporting on all provider data. Only Qualification Staff can update provider qualification data and delete comments by other Qualification Staff members.