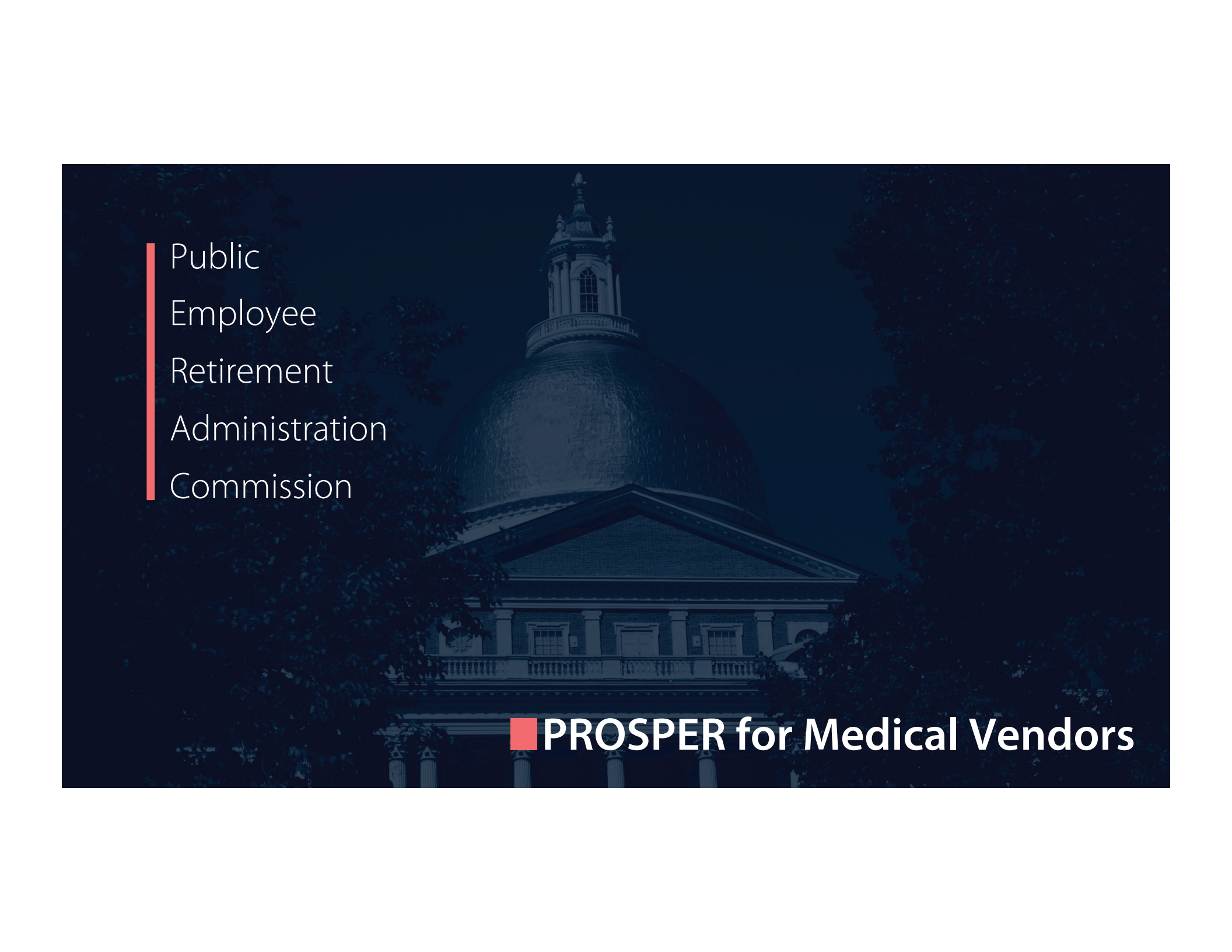




Public
Employee
Retirement
Administration
Commission

■ **PROSPER for Medical Vendors**



- PROSPER is a new, secure web portal for PERAC
- Physicians providing services to PERAC will be required to use PROSPER as of the medical vendor “Go Live” date
- PERAC reporting requirements will remain the same
- Method of receiving and transmitting information will now be done via the PERAC web portal (PROSPER)



Required Forms

- Vendors/physicians will be required to complete and submit two new forms:
 - PROSPER Business Associate Agreement, and
 - PROSPER Account Approval for Medical Vendors
- Also:
 - All physicians must provide updated:
Curriculum Vitae, W-9 and Terms and Conditions Forms



Easier Appointment Referrals

- Once approved to use PROSPER, vendors and physicians are encouraged to provide available appointment information in advance
- This includes:
 - Examining physicians info, date, time, and exam location
- Providing this information early will result in more referrals
- You can provide the appointment information via e-mail at PERAC-scheduling@per.state.ma.us

Public Employee Retirement Administration Commission | [PROSPER for Medical Vendors](#)



Independent Medical Physicians

- We will continue to use independent physicians with no vendor organization association who provide services directly to PERAC
- Independent physicians will also be required to provide services through PROSPER (web-based portal) as of the “Go Live” date
- Independent physicians will need to provide the same documentation as the medical vendors for access to PROSPER



Required Forms

- Independent physicians will be required to complete and submit two new forms:
 - PROSPER Business Associate Agreement, and
 - PROSPER Account Approval for Medical Vendors
- Also:
 - All physicians must provide updated:
Curriculum Vitae, W-9 and Terms and Conditions Forms



Independent Medical Physicians (Joint Panels)

- The independent physicians providing joint panels will be required to provide PERAC with a primary contact for PROSPER
- Appointment information, medical records, and documents will be provided to the primary contact



Independent Medical Physicians (Joint Panels)

- The certificate, narrative and invoicing will also be provided to the primary contact
- This individual will be responsible for management of the medical documents, certificate, narrative completion, and invoicing for the panel
- However, payments will be made directly to each physician performing services for the panel



Need assistance with PROSPER?

- There are several Vendor organizations we can refer you to
- These Vendor Organizations are available to work with current PERAC physicians who would like to continue providing services but would prefer that a Vendor manage the online environment
- Contact us at (617) 591-8956 for referral to these vendors

Public Employee Retirement Administration Commission | [PROSPER for Medical Vendors](#)

A dark, blue-tinted photograph of a large, classical building with a prominent dome, likely a state capitol, framed by trees. The image serves as the background for the central text.

■ PROSPER First-Time User

Public Employee Retirement Administration Commission | [PROSPER for Medical Vendors](#)



- To get an account approved and set up in PROSPER you must submit all required documents to PERAC.
- The required forms have been mailed or emailed to all vendors but are also available on our website at:
<http://www.mass.gov/perac/education/edu-materials/>
- An email address is required to use PROSPER, as it will be your user ID



- Once approved, you will then get an email with a link to PROSPER:
 - The link is valid for 48 hours
 - We recommend you register and set up your password right away



Dear Karen Rowe,

You have been invited to PERAC.

Follow this link to complete your registration.

<https://prosp-web01-qa.perac.state.com/Account/Register/a93869f4-397a-4821-89f7-b4e3e90a6c12>

Public Employee Retirement Administration Commission | PROSPER for Medical Vendors



Setting Your Password

- Enter User Name (email address)
- Create password
 - Min- 8 characters
 - Includes at least 3 of the following categories:
 - Uppercase A-Z
 - Lowercase a-z
 - Numbers 0-9
 - Special Characters !@#\$%^&* _+
 - Cannot contain spaces, part of your first, last or account name
- Re-enter password
- Click submit
- You will be prompted to update your password every 60 days.

A screenshot of a web form for creating a password. The form is white with a dark blue header. The header contains the "PERAC" logo on the left and the text "Massachusetts Public Employee Retirement Administration Commission" on the right. The form has three input fields: "User Name", "Create Password" (with an eye icon), and "Confirm Password". A dark blue "Submit" button is located at the bottom right of the form.

Bruce Schneier method for strong passwords

- **Take a sentence and turn it into a password**
- It can be anything personal and memorable for you. Take the words from the sentence, then abbreviate and combine them in unique ways to form a password.
- Here are four sample sentences:
 - **WOO!TPwontSB** = Woohoo! The Patriots won the Super Bowl!
 - **PPupmoarT@O@tgs** = Please pick up more Toasty O's at the grocery store.
 - **1tubuupshhh...imj** = I tuck button-up shirts into my jeans.
 - **W?ow?imp::ohth3r** = Where oh where is my pear? Oh, there.



- Select questions from dropdown list
 - First and Second question must be different
- Answers must have a minimum of two (2) characters
 - First and Second answers must be different

Security Questions

A screenshot of the PROSPER Security Questions form. The form is titled "PROSPER" and "Massachusetts Public Employee Retirement Administration Commission". It includes a message: "In the event you forget your password, you can get access using your security questions." The form has four input fields: "First Question*" (a dropdown menu), "First Answer*" (a text input field with an information icon), "Second Question*" (a dropdown menu), and "Second Answer*" (a text input field with an information icon). A blue "Submit" button is located at the bottom right of the form.

PROSPER | Massachusetts Public Employee Retirement Administration Commission

In the event you forget your password, you can get access using your security questions.

First Question*

First Answer* ⓘ

Second Question*

Second Answer* ⓘ

Submit



URL:

[Prosper.perac.state.ma.us](https://prosper.perac.state.ma.us)

can be found on the PERAC Home Page

- Enter User Name and Password
- Select Sign In button

Future Log In

A screenshot of the PROSPER login interface. At the top left is the PROSPER logo. To its right is the text "Massachusetts Public Employee Retirement Administration Commission". Below the logo is the label "Email Address" in bold. Underneath is a text input field with the placeholder text "User Name". Below that is the label "Password (Case-sensitive)" in bold. Underneath is a password input field. To the left of the password field is a link "Forgot Password?". To the right of the password field is a blue "Sign In" button. At the bottom of the form are three links: "Accessibility Policy", "Site Policies", and "Contact Us".



Answer Security Questions

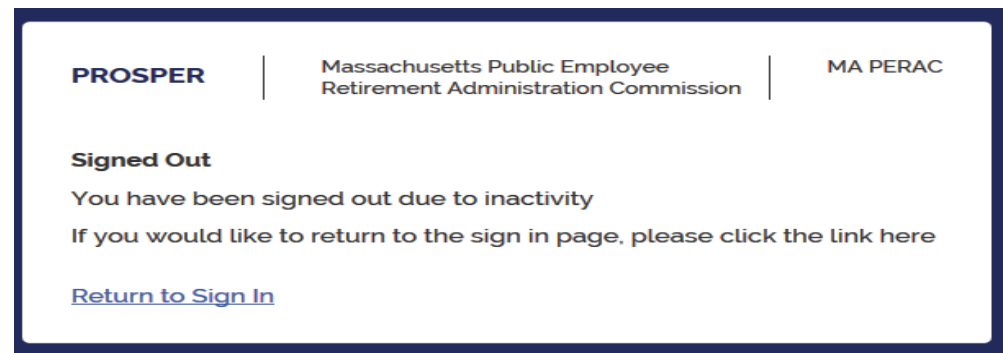
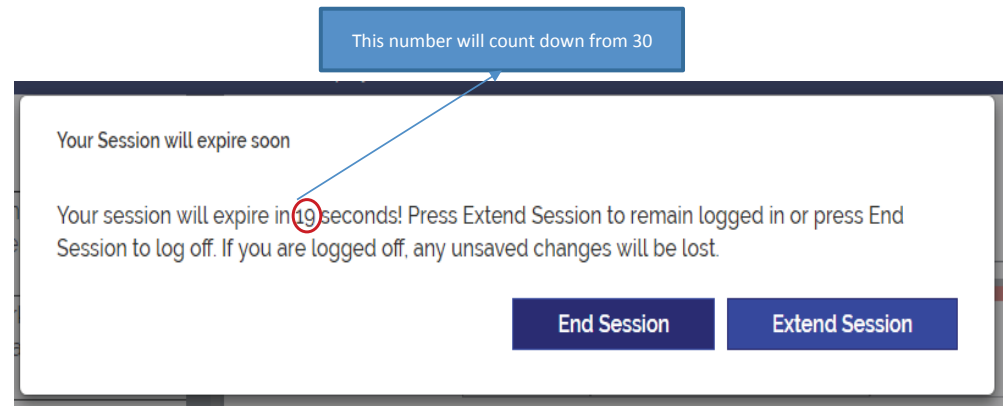
- Enter answer to the security question shown
 - Accessing from a new machine will prompt a security question
 - More than one user on a machine will prompt a security question

A screenshot of a web form for the PERAC (Massachusetts Public Employee Retirement Administration Commission) security question. The form is white with a dark blue header bar. The header bar contains the PERAC logo and the text "Massachusetts Public Employee Retirement Administration Commission". Below the header, the form is titled "Security Question" and asks "What was your first dog's name?". There is a text input field labeled "Answer" and a dark blue "Submit" button.



- After 20 min of no activity the application will display a time out message.
- Select 'Extend' to continue use.
- Select 'End' to close the session.
- If neither is selected after 30 seconds, you will be logged out and a message will display

Session time out



Public Employee Retirement Administration Commission | [PROSPER for Medical Vendors](#)



Locked out for failed attempts

- 5 failed attempts before lock out.
- Contact PERAC IT to unlock
- 617-591-8983 or
- PER-ProsperHelp@per.state.ma.us

The screenshot shows the PROSPER login interface. At the top, it says 'PROSPER' and 'Massachusetts Public Employee Retirement Administration Commission'. Below this is a red error box with a warning icon and the text 'ERROR:'. The error message states: 'There are some errors, please correct them below:' and 'You exceeded the max attempts. Account has been locked for your protection.' Below the error box are input fields for 'User Name' and 'Password'. There is a 'Forgot Password?' link and a 'Sign In' button.



Forgot Password

A screenshot of the PERAC login page. The page has a dark blue background. At the top, the PERAC logo and "Massachusetts Public Employee Retirement Administration Commission" are displayed. Below this, there are input fields for "Email Address", "User Name", and "Password". A "Forgot Password?" link is located below the password field, circled in red. A "Sign In" button is at the bottom right of the form.A screenshot of the PERAC "Forgot Password" page. The page has a dark blue background. At the top, the PERAC logo and "Massachusetts Public Employee Retirement Administration Commission" are displayed. Below this, the text "Forgot Password" is shown. There is an "Email*" input field. A "Submit" button is at the bottom right of the form.

From: <perac-mailing@per.state.ma.us>
Date: Tue, Feb 7, 2017 at 3:58 PM
Subject: User Reset : [JosephFoley@Lexingtonboard.org]
To: peracteam@gmail.com

Dear Joseph Foley,

You are receiving this email after contacting PERAC to unlock your account. You will have 48 hours before the contained link expires.

Follow this link to reset your password and security questions:

<https://prosper.perac.state.ma.us/Account/Register/TgAPAEcAXQBYAAAA4gCDAAoAUgD4AKEAJABBAGEA9gA%3d>

Public Employee Retirement Administration Commission | **PROSPER for Medical Vendors**



Forgot Password

PROSPER

Massachusetts Public Employee
Retirement Administration Commission

Reset Password

Question
Type open.

Answer

Create Password ⓘ

Confirm Password

Create

PROSPER

Massachusetts Public Employee
Retirement Administration Commission

Email Address

Password ⓘ

Forgot Password?

Sign In

[Accessibility Policy](#)[Site Policies](#)[Contact Us](#)



Sign Out

PROSPER

Massachusetts Public Employee Retirement Administration Commission

Hello, Ryan User

Sign Out

Home

Medical Vendor Portal

Medical Appointments

Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ord...	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Appointment Complete		Add	
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	
Emails Testing	1/29/2017	Joint					

Appointment History

Name	Date	Type
Test1 Injury REport	1/1/2017	Joint

PROSPER

Massachusetts Public Employee Retirement Administration Commission

Signed Out

You have successfully signed out of the application.

For security it is recommended that you close this tab and the browser window.

If you would like to return to the sign in page, please click the link here

[Return to Sign In](#)

A dark, blue-tinted photograph of a large, classical building with a prominent dome, likely a state capitol, framed by trees. The image serves as the background for the title section.

■ Medical Vendor Portal Overview

Public Employee Retirement Administration Commission | [PROSPER for Medical Vendors](#)

Medical Vendor Portal

Medical Appointments

Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ord...	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Appointment Complete		Add	
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	
Emails Testing	1/29/2017	Joint	Jim Morrison Billy Bob Billy Sponge Bob	Appointment Confir...			

Appointment History

Name	Date	Type	Doctor(s)	Status	Certificate	Invoicing
Test1 Injury REport	1/1/2017	Joint	James Cameron Billy Bob Billy Sponge Bob	Invoice Approved		

The overview page is broken down into two sections, Medical Appointments and Appointment History
Patient Docs can be downloaded by selecting the paper icon.



Medical Appointments

PROSPER Massachusetts Public Employee Retirement Administration Commission Hello, Ryan User Sign Out

Home Back

Patient Profile

Noah Peterson

Panel Type: Joint Specialty: Cardiology Date: 1/31/2017 Time: 08:00 AM	Location: 1234 west ave 1234 west ave, stoneham, MA 23451	Doctor: Jim Morrison James Cameron Billy Bob Billy
--	---	---

Forms

Disability Application	Download
Employer's Statement	Download
Treating Physician's Statement	Download
Physician List	
Injury Report	Download
Official Job Description	Download
Medical Records	
Final Occupation Codes.pdf	Download

All forms are .pdf and can be downloaded and printed or sent by email.

Medical appointments have the name of the member, the date of the appointment, the type of appointment, the doctor(s), stats and pdf copy of the patient documents.

Medical Appointments

PROSPER

Massachusetts Public Employee Retirement Administration Commission

Hello, Ryan User

Sign Out

Home

Medical Vendor Portal

Medical Appointments

Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ord...	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Appointment Complete		Add	
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	
Emails Testing	1/29/2017	Joint	Jim Morrison Billy Bob Billy Sponge Bob	Appointment Confir...			

Appointment History

Name	Date	Type	Doctor(s)	Status		Certificate	Invoicing
Test1 Injury REport	1/1/2017	Joint	James Cameron Billy Bob Billy Sponge Bob	Invoice Approved			

Once an appointment is complete a link to add the certificate information will display. Selecting the link will open a new page to fill out medical panel information and attach the medical panel certificate and narrative.



Add Certificate

PROSPER
Massachusetts Public Employee Retirement Administration Commission

Home Back

Medical Panel Results

Member Information

Social Security #	Member Last Name	Member First Name	SS
***-**-5454	Ordinary	Additional Docs	

Did the medical panel review the member's job description?
☐ Yes ☐ No

Did the medical panel review and review medical records identified on the transcript of background information to a regional medical panel form prior to rendering a medical opinion in this case?
☐ Yes ☐ No

Please list any records not listed on the transcript of background information to a regional medical panel form, which the panel reviewed.

Is the member mentally or physically incapable of performing the essential duties of his or her job as described in the current job description?
☐ Yes ☐ No

Did the medical panel recall include a minority opinion?
☐ Yes ☐ No

Regional Medical Panel Certificate & Narrative

Certificate * Add Attachment
Narrative * Add Attachment

Additional Information (optional)

Additional Information Add Attachment

Invoice Details

Medical Service	Service fee amount
Medical Panel Chair Fee	\$650.00
MP Vendor Fee Joint - Regular	\$100.00
Medical Panel Doctor Fee	\$550.00
Medical Panel Doctor Fee	\$550.00
Total:	\$1850.00

Attachment

No file selected Browse...

Add Fee

Certificate, Narrative and Additional Information forms have to be in .pdf.

Public Employee Retirement Administration Commission | PROSPER for Medical Vendors

Add Fee

Did the medical panel result include a minority opinion?*

Back No

Regional Medical Panel Certificate

Certificate * Add Attachment

Narrative * Add Attachment

Additional Information (optional)

Additional Information Add Attachment

Invoice Details

Medical Service

Medical Panel Chair Fee

Medical Panel Chair Fee		
Medical Panel Doctor Fee		
Medical Panel Single Exam		
Physician Paper Review Fee		
MP No Show Fee Physician		
Medical Panel Vendor Fee		
No Show Joint Panel		
Audiogram		
Pulmonary Function Evaluation		
Clarification		
MP Member Physician Fee		
MP Vendor Fee Joint - Initial		
MP Vendor Fee Joint - Regular		
Outstanding Expense Vendor Fee		
Interpreter		
Joint Point Appointment Cancellation		
Single Appointment Cancellation		

MP Member Physician Fee \$250.00 Save Cancel

Medical Panel Chair Fee \$550.00

Pulmonary Function Evaluation \$0.00 Save Cancel

MP Vendor Fee Joint - Initial \$1850.00

MP Vendor Fee Joint - Regular

Outstanding Expense Vendor Fee

Interpreter

Joint Point Appointment Cancellation

Single Appointment Cancellation

Add Fee

Invoice Details default with the standard medical panel fees. If there are additional services that need charges added, they can be selected from the list by clicking the 'Add Fee' button. Once a service has been selected the charge will listed in the Service fee amount column. If there was a service provided that is not on the list or if the fee associated with the listed service does not match with the vendor fee, please contact PERAC before submitting.

Submit Results

Regional Medical Panel Certificate & Narrative

Certificate * [Edit Attachment](#)
 Narrative * [Edit Attachment](#)

Additional Information (optional)

Additional Information [Add Attachment](#)

Invoice Details

Medical Service	Service fee amount
Medical Panel Chair Fee	\$650.00
MP Vendor Fee Joint - Regular	\$100.00
Medical Panel Doctor Fee	\$550.00
Medical Panel Doctor Fee	\$550.00
Total:	\$1850.00

[Add Fee](#)

Once all the required fields have been entered, a 'Submit' button will display. Selecting this will send the medical panel results to PERAC.

[Submit](#)

Submit Results

PROSPER

Massachusetts Public Employee Retirement Administration Commission

Hello, Ryan User Sign Out

Home

Medical Vendor Portal

Medical Appointments							
Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ordinary	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Certificate Submitted			
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	
Emails Testing	1/29/2017	Joint	Jim Morrison Billy Bob Billy Sponge Bob	Appointment Confirmed			

+ Appointment History

Once the certificate has been submitted to PERAC an icon will appear in the Certificate column. This icon can be selected to view the certificate information that was sent to PERAC.

Under Review

Home

Back

! ALERT:

- PERAC User2 on 3/31/2017 at 9:39 AM

Dear Joshua Pendergast,

Your medical panel result has been put under review. The following questions were asked: This information is for the wrong person..

Your response is requested by: 4/3/2017

Medical Appointments

Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ord...	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Appointment Complete		Add	
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	

Medical Panel Results

Member Information

Social Security #	Member Last Name	Member First Name	MI
***--7890	McJumper	Jumpy	

If for any reason PERAC needs additional information or clarification from the panel, the results will be sent back with PERAC notes/questions. The vendor contact will get an email and the 'Certificate' field will show an 'Add' link that when selected will display the notes/questions and a due date by which to respond. Information can be re-entered and sent back to PERAC. This process can be done as many times as needed.

Sign Invoice

PROSPER
 Home

Massachusetts Public Employee Retirement Administration Commission
 Hello, James Morgan Sign Out

Medical Vendor Portal

Medical Appointments							
Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
Brooke Craver	11/2/2016	CME	Jim Morrison	Appointment Compl.			
Single MP with Tran.	11/2/2016	CME	Charles Angel	Appointment Compl.		Add	
Pinkie Fenske	11/3/2016	CME	Sponge Bob	Appointment Compl.			
Marcelene Chartier	11/4/2016	CME	Jim Morrison	Appointment Compl.			
Mike Myers	11/8/2016	Single	Billy Bob Billy	Invoice Pending			Sign
Mike Myers	11/9/2016	Single	Johnny Seed	Appointment Confirm.			

+ Appointment History

Once the Certificate and narrative have been reviewed and approved by PERAC, a link will appear in the 'Invoicing' column that will have to be signed and submitted to PERAC for payment.



Sign Invoice

PROSPER

Massachusetts Public Employee Retirement Administration Commission

Hello, James Morgan

Sign Out

Home

Customer Id: 234234234

Back

Dr. Billy Bob B Billy

Wisconsin Vendor

Address 1

Wausau, MA 44764

Invoice Details

Medical Service	Service Fee Amount
Medical Panel Chair Fee	\$650.00
Medical Panel Vendor Fee	\$50.00
Total:	\$700.00

By entering my name, checking the Electronic Signature box, and clicking on the buttons, I certify under the penalty of perjury that the information provided herein is true and complete to the best of my knowledge.

First Name*

MI

Last Name*

Suffix

The electronic signature must match the name James Morgan.

☐ I acknowledge that I am electronically signing this form*

Sign Document

Form needs to be signed electronically.

Appointment History

Once an appointment is completed, certificate sent to PERAC and Invoice has been processed, it will move to the Appointment History section. Patient Docs will NOT be available once the appointment has been moved to the History section. Individual appointments will appear in Appointment History for 30 days

PROSPER							
Home							
Medical Vendor Portal							
Medical Appointments							
Name	Date	Type	Doctor(s)	Status	Patient Docs	Certificate	Invoicing
AdditionalDocs Ord...	1/3/2017	Joint	Sally Smith James Cameron Charles Angel	Appointment Complete		Add	
Test10 Inv	1/10/2017	Joint	Jim Morrison James Cameron Billy Bob Billy	Appointment Complete		Add	
Emails Testing	1/29/2017	Joint	Jim Morrison Billy Bob Billy Sponge Bob	Appointment Confir...			
- Appointment History							
Name	Date	Type	Doctor(s)	Status		Certificate	Invoicing
Test1 Injury REport	1/1/2017	Joint	James Cameron Billy Bob Billy Sponge Bob	Invoice Approved			