

GOOD NEWS!

Beginning in December, Provider Relations is happy to announce that Vendor Portal Training will be provided semimonthly in a small group virtual setting. Any newly hired employee or an employee who needs a refresher will have an opportunity to receive training that will assist them in submitting timely invoices for payment processing.

To schedule an employee for training, please visit the GVRA website: Providers and Prospective Providers and complete the “Vendor Portal Access Request Form” <https://forms.office.com/g/ApVUJrpGyq> click on this link to complete the form. The form must be completed one week in advance of the training date. See calendar below. The calendar will also be placed on our website for your scheduling convenience.

To participate in the training session, you must have access to a computer. This will be an interactive training session and you will be able to ask questions of the Provider Relations Specialist who will direct you step by step through the process. All training will be conducted in TEAMS.

A confirmation notice will be sent following registration for the training. If you require special accommodations, please schedule your training one month in advance.

Training Dates and Time:

12/01/2023	Friday	1PM-2PM
12/15/2023	Friday	1PM-2PM
01/03/2024	Wednesday	1PM-2PM
01/17/2024	Wednesday	1PM-2PM
02/02/2024	Friday	1PM-2PM
02/16/2024	Friday	1PM-2PM
03/01/2024	Friday	1PM-2PM
03/15/2024	Friday	1PM-2PM
04/01/2024	Monday	1PM-2PM
04/15/2024	Monday	1PM-2PM
05/01/2024	Wednesday	1PM-2PM
05/17/2024	Friday	1PM-2PM
06/03/2024	Monday	1PM-2PM
06/17/2024	Monday	1PM-2PM
07/01/2024	Monday	1PM-2PM
07/15/2024	Monday	1PM-2PM
08/01/2024	Thursday	1PM-2PM
08/16/2024	Friday	1PM-2PM
09/02/2024	Monday	1PM-2PM
09/16/2024	Monday	1PM-2PM

Should you have any questions, please feel free to contact your PRS or Providermanagment@gvs.ga.gov.

Respectfully,
Provider Management