THE CHILDREN’S HEALTH NETWORK

ELECTION PROCESS
USERS MANUAL
Introduction:

This manual will take you step by step through making an Election or Declination of new Payor agreements entered into through The Children’s Health Network (TCHN).

Step by Step Process:

1. From the TCHN Main page at www.choa.org/tchn, scroll down to “Resources for Members.” Click the “View your Fee Schedules (powered through Valence)” link. You will be redirected to http://tchn.valencehealth.com

2. Enter your:
   - Username
   - Password
   - Click submit

Note: if you have forgotten your password, please contact us at 404-785-7940.
3. You have now reached the Main Menu as seen below:

4. Note in Step 2 you should see a button that says “Review fee schedules and make your election to participate.” (NOTE: this button is only an option while an agreement is being messengered out):
5. **In Step 1, select your specialty or custom list from the box**

6. **Step 2, Click the button next to “Review fee schedules and make your election to participate”**

7. **Click “Submit”**
8. Next you will be taken to a screen with only Medicare. Select the payor you want and you will then be taken to the following screen, with a floating “decision box.” Print the Agreement Summary for your records. Note the screen you see below is only an example and doesn’t represent the screen that you will actually see. Also you may choose to export the schedules to Excel for further analysis before making a decision. You may then log off and return at a later time.

9. Click on the button next to the desired response, and click on “Submit”
10. You will then be taken to the following screen. Note the screen you see below is only an example and doesn't represent the screen that you will actually see.

11. Click on the printer icon to print this page, then sign and fax it to the TCHN office as specified on the page.

12. After completing this step, click on “Main Menu” to return to the main menu for further fee schedule comparisons.
13. Logging Off

IMPORTANT:
14. Once you have finished your work with the fee schedules, log off to prevent unauthorized access to this information. You will be taken back to TCHN’s website. However, it is possible to again access the TCHN Contract site using your browser’s “Back” button. For maximum security, please close your browser completely before stepping away from your desk.

Please remember to complete the printed election or declination form and fax to TCHN (404-785-9095).