



Providers will receive an email invitation to create a login and password to Optimax Blazor. This system requires text messaging two-factor authentication.

Login Link: <https://formdesk51.optimaxhost.com/>

First Time Login

General

Each user logs in with their email address as registered with RMHS. An active cell phone with access to SMS text messages is required to login the first time or reset your password.

First Time Login

Open the URL above in a web browser and you will see the Optimax login. Click the Reset your password button to begin:

Log In

Enter your user name and password below.

User Name

Password

Log In

Reset your password

Reset Password

Email

Cell Phone

Instructions

Enter the email address and cell phone as registered in your provider record.

Password

Confirm Password

Guidance

We recommend using four random common words with spaces between them as your password. If you want to use a short password it must meet complexity requirements (Upper, lower, number, special character, 12 characters or more).

OK

Cancel



1. In the reset password window enter the email address for your account as shown above, then enter the cell phone number that is registered to your user account. This must be the cell phone that was listed when your user account was requested.
2. Create your password, using either the multiple word format or the traditional high-complexity password, in both password boxes and click OK.
3. The system will request two-factor authentication by sending a text to the registered cell phone, enter that number on the next screen and click OK to complete the registration process.

Password Requirements:

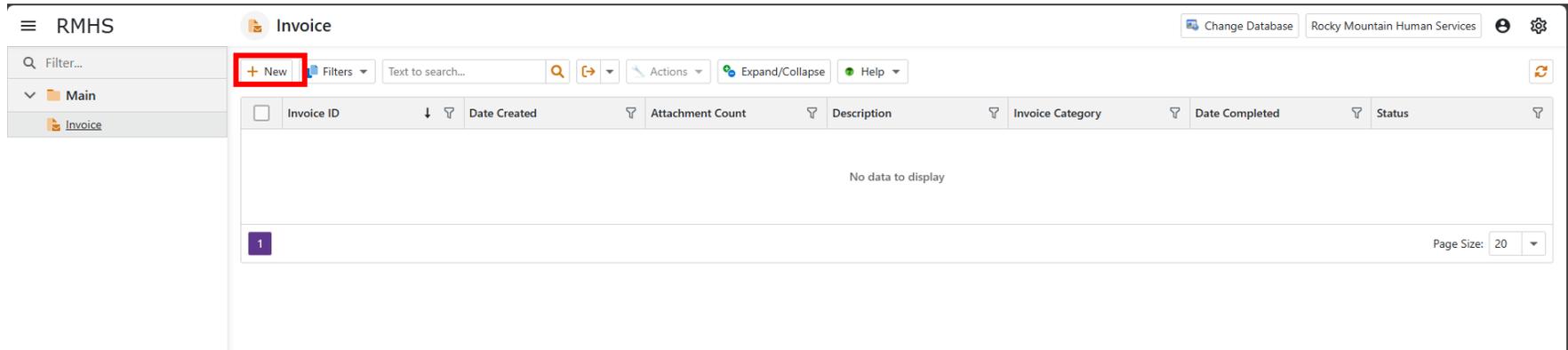
Passwords must not contain the user's account name or parts of the user's name, or common words like "password".

We recommend using four random common words with spaces between them as your password, particularly if you plan to access Optimax on mobile devices. If you want to use a short password it must meet complexity requirements (Upper, lower, number, special character, 12 characters or more).

For questions about the invoicing portal, please contact Billingquestions@rmhumanservices.org

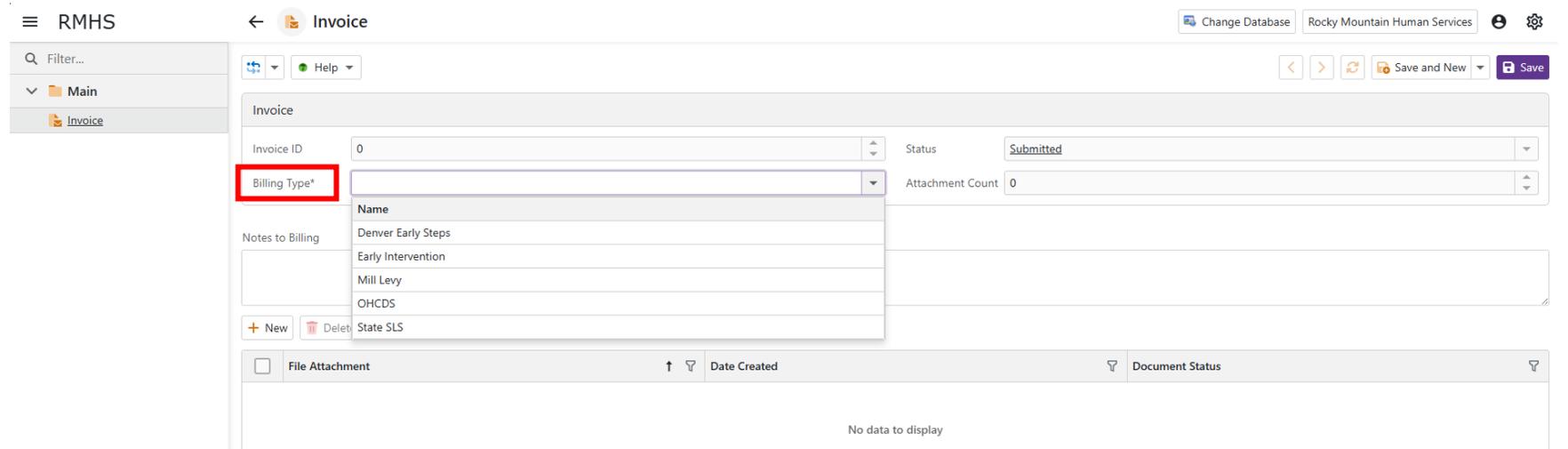
Submitting Invoices

1. From the Invoice home screen, select New



2. Select the corresponding program for your billing under Billing Type. Please create a new Invoice for each program you are submitting billing for. Multiple files for the same program can be submitted on one invoice

*Non-contracted vendors submitting HCBS waiver invoices (i.e. Vision, Supplies, etc.) will select OHCDs



3. Files can be added by either dragging and dropping into the dotted-line box or by clicking on the box and searching your computer for the files. Multiple files can be uploaded at once and should always be in a PDF format.

*Please use an organized naming convention for all files. It is recommended to label files with the client name and date of service

Drag and Drop

The screenshot illustrates a drag-and-drop operation. On the left, a web browser window displays an 'Invoice' form. The form includes fields for 'Invoice ID' (0), 'Status' (Submitted), 'Billing Type*' (STATESLS), and 'Attachment Count' (0). Below these fields is a 'Notes to Billing' section with the text 'Test message to billing team'. A red dashed box highlights an orange area with the text 'Drag Files or Click Here'. A small window with the number '50' is positioned over this area. On the right, a file explorer window shows a folder named 'New folder (6)' containing 50 files, all named 'Test 1 - Copy (X) - Copy' where X ranges from 0 to 49. A red arrow points from the '50' window to the file explorer, indicating the source of the files being dragged.

Invoice - Optimax Blazor x +
https://formdesk51.optimaxhost.com

Invoice

Change Database Rocky Mountain Human Services

Help

Save and New Save

Invoice ID: 0 Status: Submitted

Billing Type*: STATESLS Attachment Count: 0

Notes to Billing
Test message to billing team

+ New Delete Filters Text to search... Actions

Drag Files or Click Here

50

+ Copy

Name	Date modified	Type
Test 1	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (48) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (47) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (46) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (45) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (44) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (43) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (42) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (41) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (40) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (39) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (38) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (37) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (36) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (35) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (34) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (33) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (32) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (31) - Copy	5/8/2025 2:07 PM	Foxit PDF I
Test 1 - Copy (30) - Copy	5/8/2025 2:07 PM	Foxit PDF I

File Attachment ↑ Date Created Document Status

No data to display

1 Page Size: 20

50 items 50 items selected 643 KB

Click & Search

lazor x +

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CaseLogic Medicaid Ast

Invoice

Invoice ID

Billing Type*

Notes to Billing

Open

Downloads > New folder (6)

Search New folder (6)

Organize New folder

Name	Date modified	Type	Size
Test 1 - Copy (2)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB
Test 1 - Copy (3)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB
Test 1 - Copy (4)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB
Test 1 - Copy (5)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB
Test 1 - Copy (6)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB
Test 1 - Copy (7)	5/8/2025 2:07 PM	Foxit PDF Editor D...	13 KB

File name: "Test 1 - Copy (2)" "Test 1 - Copy (3)" "Test 1 - Copy (4)" "Test 1 - Copy (5)" "Test 1 - Copy (6)" "Test 1 - Copy (7)" "Test 1 - Copy (8)" "Tes

Foxit PDF Editor Document

Upload from mobile **Open** Cancel

+ New Delete Filters Text to search... Actions

Drag Files or Click Here

File Attachment	Date Created	Document Status
No data to display		

1

Page Size: 20

4. The uploaded billings will be in a Submitted status. You can optionally leave any notes to the billing team and save the invoice. No changes can be made to the invoice unless it is sent back to the provider in a Needs Provider Attention Status. Any missed attachments can be submitted separately.

RMHS Invoice

Change Database Rocky Mountain Human Services

Filter... Help

Save and New Save

Save and Close

Invoice

Invoice ID: 0 Status: Submitted

Billing Type*: OHCD\$ Attachment Count: 1

Notes to Billing

March 2025 Invoices

+ New Delete Filters Text to search... Actions

<input type="checkbox"/>	File Attachment	Date Created	Document Status
<input type="checkbox"/>	Invoice March 2025.pdf	4/7/2025 11:50 AM	SUBMITTED

Viewing Previous Invoice Submissions

Historical invoices will remain on your home screen. Invoices can be filtered by Status (or other fields) to narrow the number of invoices that populate on your screen

<input type="checkbox"/>	Invoice ID	Date Created	Attachment Count	Description	Date Completed	Status
Invoice Category: EARLYINTERVENTIO (Count: 2)						
<input type="checkbox"/>	19	4/30/2025 11:07 AM	1			
<input type="checkbox"/>	21	5/8/2025 1:57 PM	2			
Invoice Category: MILLLEVY (Count: 2)						
<input type="checkbox"/>	20	5/6/2025 11:05 AM	2	Need corrections I have a few in...		
<input type="checkbox"/>	23	5/8/2025 2:05 PM	50	Test message to billing team		
Invoice Category: OHCDS (Count: 3)						
<input type="checkbox"/>	18	4/7/2025 12:03 PM	2	Processed Corrections. CN See c...	4/7/2025	
<input type="checkbox"/>	17	4/7/2025 11:48 AM	1	March 2025 Invoices	4/7/2025	
<input type="checkbox"/>	22	5/8/2025 2:00 PM	3			
Invoice Category: STATESLS (Count: 1)						
<input type="checkbox"/>	24	5/8/2025 2:16 PM	50			

Filter Values

🔍 Enter text to search...

Select All

Completed

In Process

Needs Provider Attention

Submitted

Invoice Statuses & Corrections

1. Invoice status will move to In Process once a billing team member has added the billing to their queue

The screenshot shows the RMHS Invoice interface. The top navigation bar includes 'RMHS', 'Invoice', 'Change Database', and 'Rocky Mountain Human Services'. A sidebar on the left shows a navigation menu with 'Main' and 'Invoice'. The main content area features a search bar, a '+ New' button, and a table of invoices. The table has columns for Invoice ID, Date Created, Attachment Count, Description, Invoice Category, Date Completed, and Status. One invoice is listed with a status of 'In Process'.

Invoice ID	Date Created	Attachment Count	Description	Invoice Category	Date Completed	Status
17	4/7/2025 11:48 AM	1	March 2025 Invoices	OHCD		In Process

2. Invoice status will move to Completed once a billing team member has processed the billing without issue. Please remember payment is issued within 30 days of receipt. Any billing marked as completed will be paid out the *following* Friday (Ex: This billing completed on Monday, 4/7/25 would pay out on Friday, 4/18/25)

This screenshot is similar to the first one, but the invoice status is now 'Completed'. The 'Date Completed' field is populated with '4/7/2025'.

Invoice ID	Date Created	Attachment Count	Description	Invoice Category	Date Completed	Status
17	4/7/2025 11:48 AM	1	March 2025 Invoices	OHCD	4/7/2025	Completed

3. Invoice status will move to Needs Provider Attention and the provider will receive an email notification if there are any errors that need to be addressed. The billing team will leave notes on the invoice detailing the issue

This screenshot shows a more detailed view of the invoice system. It includes a search bar, a '+ New' button, and a table of invoices. The table has columns for Invoice ID, Date Created, Attachment Count, Description, Date Completed, and Status. The table is filtered by 'Invoice Category: EARLYINTERVENTIO (Count: 2)'. Two invoices are listed, one with a status of 'Needs Provider Attention'.

Invoice ID	Date Created	Attachment Count	Description	Date Completed	Status
20	5/6/2025 11:05 AM	2	Need corrections I have a few in...		Needs Provider Attention
23	5/8/2025 2:05 PM	50	Test message to billing team		Submitted

4. Providers can add new comments to the invoice and upload corrected billing

The screenshot shows the 'Invoice' page in the RMHS system. At the top, there are navigation buttons for 'Change Database' and 'Rocky Mountain Human Services'. Below that, there are utility buttons: 'Help', 'Save and New', and 'Save' (highlighted with a red box). The main form contains fields for 'Invoice ID' (20), 'Billing Type*' (MILLEVY), 'Status' (Needs Provider Attention), and 'Attachment Count' (3). A 'Notes to Billing' section contains a yellow highlighted comment: 'Need corrections- please review units on date of service 4/15/2025 of the rejected document- Billing Team Member'. Below this, a red box highlights a new comment: 'I corrected the units and uploaded the new file- Provider'. Underneath the comments is a file attachment table with a 'Drag Files or Click Here' area above it.

<input type="checkbox"/>	File Attachment	Date Created	Document Status
<input type="checkbox"/>	BAA with Microsoft 2021.pdf	5/6/2025 11:06 AM	REJECTED
<input type="checkbox"/>	Colorado Access Enrollment.pdf	5/6/2025 11:07 AM	COMPLETED
<input type="checkbox"/>	Test 1 - Copy (2).pdf	5/8/2025 3:39 PM	SUBMITTED

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5. Invoice status will move to Returned From Provider after the provider submits corrections. Invoice status will then again move to In Process when the billing team member adds the invoice to their queue and completed if the billing team member is able to process the invoice with no further issues

The screenshot shows the 'RMHS Invoice' page. On the left is a sidebar with a search filter and a navigation menu showing 'Main' and 'Invoice'. The main area has a table of invoices. The table has columns for 'Invoice ID', 'Date Created', 'Attachment Count', 'Description', 'Invoice Category', 'Date Completed', and 'Status'. The first row is highlighted with a red box.

<input type="checkbox"/>	Invoice ID	Date Created	Attachment Count	Description	Invoice Category	Date Completed	Status
<input type="checkbox"/>	18	4/7/2025 12:03 PM	2	See corrections - Provider These...	OHCDSD		Returned From Provider
<input type="checkbox"/>	17	4/7/2025 11:48 AM	1	March 2025 Invoices	OHCDSD	4/7/2025	Completed

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