1. Go to the portal landing page and log in using your User ID and password. If you do not have a User ID and password, click Register Now or see the JOB+AID “Registering on the Portal.”

If you have already logged in, skip to step 2.
2. Click on the **Eligibility** tab.

3. Click **Treatment History** link.
4. There are three options for viewing treatment history. Select State Medical, State Dental or RSPMI.

**State Medical**: This search feature retrieves paid claim records for a particular beneficiary ID in the timeframe submitted. Enter the Beneficiary ID, Service From Date, To Date and Procedure Code Type. All fields are required.

Check Lifetime to view treatment history for the procedure identified over the lifetime of the patient. Click Search.

**NOTE**: Enter the Beneficiary’s current ID to get the most complete treatment history. If you are unsure if the ID you have is the most current, use Eligibility Verification to get the current ID.
5. **State Dental**: This search feature retrieves paid claim records for a particular beneficiary ID in the timeframe submitted. Enter the **Beneficiary ID (required)**. Next, enter **Procedure Code (optional)**, **Date of Service (optional)** and **Tooth#/Letter (optional)**. Click **Search**.
6. **RSPMI**: This search feature retrieves RSPMI visits per state fiscal year for current and prior state fiscal year. Enter the **Beneficiary ID**, then click **Search**.
7. Once you enter the information, you will receive the results. An example of the results are as follows:

![Search Treatment History](image)

7

8. If you click on the blue hyperlink under “Procedure Code,” it will give you additional information regarding the history of the results.