

SMS Maine MDS Submission Management System

Facility Registration Sheet

In order to submit the Minimum Data Set (MDS) to the SMS secure website, you must register with Catherine Gunn at the Muskie School of Public Service. Two users per facility will be given access to the site. Please fill out the following information and mail or fax to:

Catherine Gunn
Muskie School of Public Service, USM
PO Box 9300
Portland, ME 04104
phone: 207-780-5576
fax: 207-228-8083

Catherine will assign a user name and password to each client. Make sure to change the password after the initial log in to something unique. The new password must be at least 8 characters long and contain at least one number and one non-alphanumeric character.

It is important not to share your username and password with anyone else. If a user is leaving the facility, contact Catherine Gunn so she can deactivate that person. When a new person is ready to use the site, contact Catherine so she can set you up.

Facility name & Provider ID: _____

Phone: _____

Fax: _____

User 1:

User Name: _____

E-mail address: _____

User 2:

User Name: _____

E-mail address: _____