

# Maine MDS Submission Management System (SMS)

## Nursing Facility Registration Sheet

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In order to retrieve Nursing Home reports from 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 email to:

Catherine Gunn  
Muskie School of Public Service, USM  
PO Box 9300  
Portland, ME 04104  
phone: 207-780-5576  
[catherine.gunn@maine.edu](mailto:catherine.gunn@maine.edu)

**NOTE: A signature from the Administrator or Owner of the facility is REQUIRED.**

A user name and password will be assigned 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/NPI: \_\_\_\_\_

Administrator or Owner Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**User 1:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**User 2:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_