

Web Portal Registration

<input type="checkbox"/> Web Portal Features: <ul style="list-style-type: none"> • <u>View Member Eligibility</u> • <u>Search & Submit Claims</u> • <u>View PCP</u> • <u>View Authorization Status</u> 	<input type="checkbox"/> PROVIDER GROUP/FACILITY <input type="checkbox"/> INDIVIDUAL PROVIDER
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Date:

Tax ID Number:	
Texas Provider Identifier (TPI)	
National Provider Identifier (NPI) Attested <input type="checkbox"/> Yes <input type="checkbox"/> No	
Program Name:	<input type="checkbox"/> CHIP/STAR <input type="checkbox"/> CHIP Perinate <input type="checkbox"/> TPA <input type="checkbox"/> HCO
Provider Name:	
Group Name or DBA:	
Address:	
Telephone Number:	
Fax Number:	
Contact Name:	
Contact Email Address:	
Site Security/ Office Administrator:	
Form Completed By:	

Office Use Only, DO NOT complete	
Pay To:	
User Name:	
Password Name:	
Password Hint:	
EP #:	
Notes:	Entered by: Date:

Please return the User Agreement and Web Portal form by FAX to:
Provider Relations
 at 915-532-2877

*****Please include the User Agreement form. Thank you*****



EL PASO FIRST HEALTH PORTAL USER AGREEMENT REGISTRATION FORM

INSTRUCTIONS: This form must be completed in full. Please submit completed form to:
El Paso First Health Plans, Inc. 1145 Westmoreland Drive, El Paso, Texas 79925 Phone No: (915) 532-3778 Fax No: (915) 532-2877

As an employee or contractor of El Paso First Health Plans, Inc. or one of its subsidiaries or affiliates, I ("User") agree to the following provisions:

1. Users shall not access, attempt to access, or demonstrate the El Paso First Health Plans, Inc. portal without specific authorization from his/her supervisor or El Paso First Health Plans, Inc.
2. Passwords assigned to allow access to the El Paso First Health Plans, Inc. portal are to be held in strictest confidence. They are to be memorized by the User, and must not be shared with anyone at any time for any reason. If the password is provided in hard copy, printed from an e-mail message or written down by the user, it must be stored in a secured, locked environment at all times.
3. If a User's password is accidentally revealed, the User must contact his/her supervisor and El Paso First Health Plans, Inc. immediately and request a new password.
4. Any User who is aware of or suspects fraudulent activity or any other activity that threatens the security of El Paso First Health Plans, Inc. and/or El Paso First Health Plans, Inc. portal or other information systems must immediately report the activity to his/her supervisor and El Paso First Health Plans, Inc.
5. El Paso First Health Plans, Inc. reserves the right to access, read, copy, delete and disclose all e-mail and voice mail messages. User shall not use e-mail or voice mail to convey information the User wishes to keep private.
6. Users shall maintain in strictest confidence, and shall not use or disclose any information of El Paso First Health Plans, Inc., its subsidiaries, affiliates, managed and/or contracted entities, including but not limited to client, patient and enrollee information, all information on El Paso First Health Plans, Inc. portal, LANs and workstations and all software and group ware whether purchased from or licensed by El Paso First Health Plans, Inc. currently or in the future (collectively "Confidential Information"). If a User becomes aware of unauthorized possession or use of any Confidential Information, User shall immediately notify his/her supervisor and El Paso First Health Plans, Inc. Any Confidential Information in the possession of a User shall be returned to El Paso First Health Plans, Inc. upon termination of employment or termination of services as the case may be.
7. User acknowledges that all patient-identifiable information submitted to or viewable on the El Paso First Health Plans, Inc. portal is to be treated with the highest standard of confidentiality. Patient privacy must always be of utmost concern when accessing the El Paso First Health Plans, Inc. portal. User agrees to access only those records for which he/she has a specific business need to view or update. User further agrees that information obtained from the El Paso First Health Plans, Inc. portal will only be shared with authorized individuals who have demonstrated a legitimate business need to know the information.
8. Patient-identifiable information is protected by law and must not be submitted to or be viewable on any Internet site, including El Paso First Health Plans, Inc., without the written consent of the patient. It is the user's responsibility to obtain this written consent prior to the submission of patient-identifiable data to the El Paso First Health Plans, Inc. portal.
9. El Paso First Health Plans, Inc. may deny access to its El Paso First Health Plans, Inc. portal to anyone at any time with or without cause. User shall not access the portal after termination of their employment or services.
10. User's access to the El Paso First Health Plans, Inc. portal will terminate simultaneously with termination of employment or the termination of services as the case may be. However, the obligations of User under provisions 4, 6, 7 and 8 shall survive the termination or expiration of this Agreement.

This Agreement is effective upon execution of the Agreement by the User. This Agreement does not constitute an employment agreement or an agreement for services.

User signature: _____ Date: _____ Witness: _____ Date: _____

Print Name: _____

Company/Provider employed by: _____