



Adding Provider Profiles: A Quick Reference Guide for Portal Systems Administrators

Adding Provider Profiles

1. Select the Provider ID from the **Available Provider ID** drop-down and select **Go**.

2. Select the **EXT Provider System Administrator** profile and select **Go**.

3. Select the **Maintain Users** hyperlink in the Admin section on the left side of the Provider Portal.

Eligibility Inquiry
Authorization ▾
On-line Authorization Submission
Provider ▾
Maintain Provider Information
HIPAA ▾
Retrieve HIPAA Batch Responses
Admin ▾
Maintain Users ← 3
My Interactions ▾
Correspondences

4. Select the **Name** hyperlink for the profile you will be editing in order to apply the profiles that will be applicable to the user.

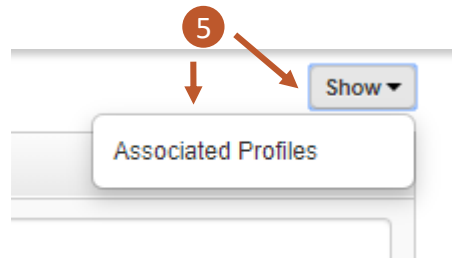
Name ▾	Anc
Test Last, Test FRIST ← 4	70004



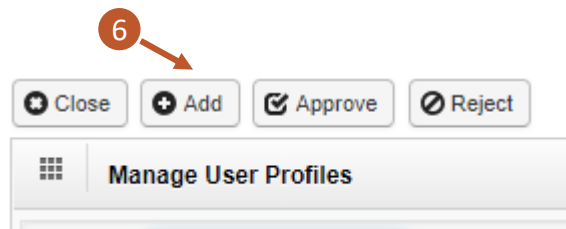
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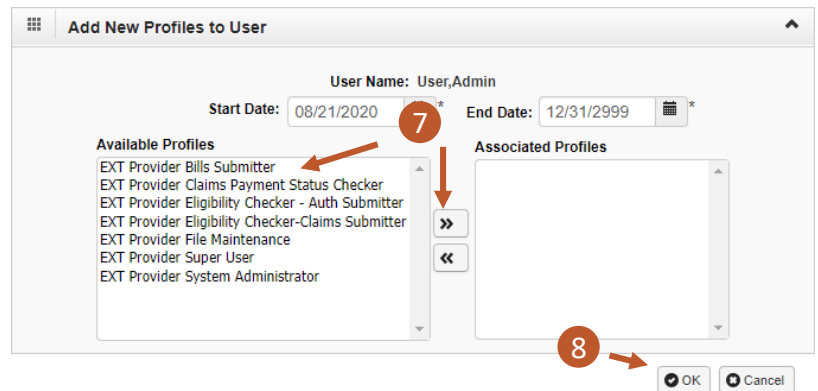
5. Select the **Show** drop-down button to the upper right of the window and select the **Associated Profiles** option.



6. On the Manage User Profiles page, select the **Add** button.

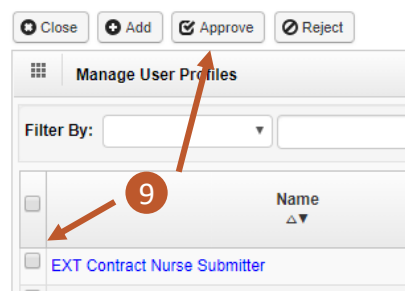


7. Select from the Available Profiles on the left and then select the right arrow add them to the Associated Profiles box.
8. Select the **OK** button. The profile additions will be In Review until they are approved or rejected by you or someone that has been given the authority to do so.

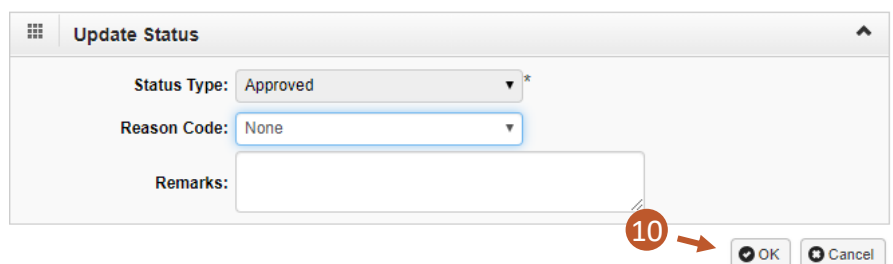


Note: At the end of this document you will find a table with a list of the available provider profiles and the functions that the provider can perform for each.

9. Select the checkbox next to the Profile names that you will approve and then select the **Approve** button.



10. An Update Status window will open where you will need to select a reason for the update. Select the **OK** button to complete the update.





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Provider Portal Profiles

The following table shows the available provider profiles and a list of functions that the provider can perform for each profile.

Name of Provider Profile	Functions Provider Can Perform
<p>EXT Provider Bills Submitter</p>	<ul style="list-style-type: none"> • Bill inquiry • View Payment • Bill Adjustment/Void • On-line Bills Entry • Resubmit Denied/Voided Bills • Retrieve Saved Bills • Manage Templates • Create Bills from Saved Templates • Eligibility Inquiry • On-line Authorization Submission • Submit HIPAA Batch Transactions (837) • Retrieve HIPAA Batch Responses (835) • SFTP User Details • Correspondence
<p>EXT Provider Eligibility Checker-Claims Submitter</p>	<ul style="list-style-type: none"> • Bill inquiry • View Payment • Bill Adjustment/Void • On-line Bills Entry • Resubmit Denied/Voided Bills • Retrieve Saved Bills • Manage Templates • Create Bills from Saved Templates • Eligibility Inquiry • On-line Authorization Submission • Maintain Provider Information • Submit HIPAA Batch Transactions (837) • Retrieve HIPAA Batch Responses (835) • SFTP User Details • Correspondence
<p>EXT Provider Claims Payment Status Checker</p>	<ul style="list-style-type: none"> • Bill inquiry • View Payment • Bill Adjustment/Void • Resubmit Denied/Voided Bills • Correspondence
<p>EXT Provider Eligibility Checker – Auth Submitter</p>	<ul style="list-style-type: none"> • Eligibility Inquiry • On-line Authorization Submission



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Provider Portal Profiles

Below is a table showing the available provider profiles and a list of functions that the provider can perform for each profile.

Name of Provider Profile	Functions that the Provider can perform
EXT Provider File Maintenance	<ul style="list-style-type: none">• Maintain Provider Information• Correspondence
EXT Provider Super User	<ul style="list-style-type: none">• Bill inquiry• View Payment• Bill Adjustment/Void• On-line Bills Entry• Resubmit Denied/Voided Bills• Retrieve Saved Bills• Manage Templates• Create Bills from Saved Templates• Eligibility Inquiry• On-line Authorization Submission• Maintain Provider Information• Submit HIPAA Batch Transactions (837)• Retrieve HIPAA Batch Responses (835)• SFTP User Details• Correspondence
EXT Provider System Administrator	<ul style="list-style-type: none">• Eligibility Inquiry• Retrieve HIPAA Batch Responses (835)• Maintain Users• Correspondence