HealthPartners

Before starting the HealthPartners Provider portal registration process, please note:

- Your organization needs to be registered one time.
- There are two registration paths: one if you are a provider and one if you are a billing organization.

  Providers:
  - Instant registration can be completed today with:
    - A HealthPartners issued check # to your organization
    - The associated Tax Identification # for that check
    - Type 2 NPI **or** the vendor # listed on the check
  - Don't have a HealthPartners issued check #? You can register using the U.S. Mail option to receive a PIN for verification.

  Third party and billing organizations:
  - No need for multiple logins under all your client's accounts. Access all your business and client data under your corporation's account.
  - Have your organization's Tax id ready and a business contact for each client/provider group you need to access.
- The first person to register is assigned delegate status to create and maintain accounts for other staff.
- Delegates can also create additional delegate accounts as needed.

Click desired path below to get steps for registering:

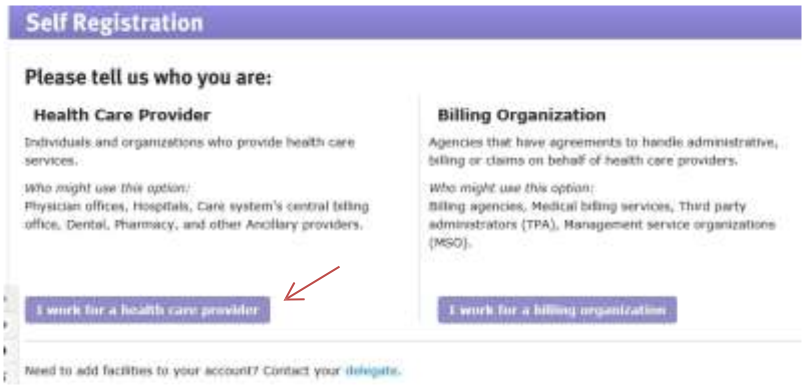
- **PROVIDER REGISTRATION**
  Includes medical, dental, behavioral health, elderly waiver services, interpreters, hospitals, nursing homes, personal care attendants, billing departments within large care systems and more – as long as you are directly employed by the company that provides the services.

- **THIRD PARTY and BILLING ORGANIZATION REGISTRATION**
  If you are contracted to provide services on behalf of a provider, you need to create your own organization account. All provider Tax ID/NPI access are then added your organization's access.

June 2024

PROVIDER REGISTRATION:

1. Go to www.healthpartners.com/provider
2. Click "Register your facility" link, "Register here" link, or "Register your facility" button.
3. Select "I work for a health care provider."



4. Choose a path:
   - Instant access with a HealthPartners issued check, Tax ID and the vendor # listed on the check.
   - Instant access with a HealthPartners issued check, Tax ID and the Type 2 NPI
   - US Mail verification (*no check available*): Have a PIN mailed to your location to complete your verification and registration
5. Select your provider/organization's name. If you do not recognize the options presented, you can select select "My provider is not listed". This will redirect your request to Provider Web Support assistance.

   NOTE: The address displayed is a guide to select the correct provider (if more than one is available). An outdated address will not impact your instant access registration or claims.
6. Complete your contact information (*not the doctor, owner, or facility name*).
7. Create your account by completing the prompts.

   NOTE: Individuals cannot share accounts. You will have the ability to create other staff accounts once your registration is completed.
8. Your account is created!
   - For instant registration: your registration confirmation will display if complete; click log on to enter your username and password.
     - **NOTE:** Some account requests require approval from a contact at the provider office. In this case you will be notified who is the approver and when the request is answered by the contact.
   - For the US Mail registration: you will wait for a PIN code to arrive in the mail, then return with your PIN to complete your registration.
9. **Congratulations!** You are ready to begin using HealthPartners secure provider site.

   HINT: If you are looking for check detail or EOB/EOP information, use the "Remittance Inquiry" application.

BILLING ORGANIZATION and THIRD-PARTY REGISTRATIONS

1. Go to www.healthpartners.com/provider
2. Click any Registration link.
3. Select “I work for a billing organization.”

4. Enter your organization’s full name and Tax ID.
5. Create your account by entering your contact information (your name, phone and email).
6. Your registration confirmation will display; click **Sign in** to enter your username and password.
7. Add your client’s/provider groups by requesting access: enter the client’s Tax ID and a HealthPartners issued check for that Tax id.
8. Confirm the information prompt and continue.
9. Select or enter your **client’s business contact information who can review this request.** An request is sent to the contact to authorize your access in one simple step.
    - Requests are sent to the provider/client contact immediately.
    - *For quicker response, you can ask your client contact to watch for the request.*
    - ❖ Once the provider/client responds to the request, you will have immediate access.
10. **Congratulations!** You are ready to begin accessing your client’s data on HealthPartners secure provider site