

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:
 - your taxid
 - a HealthPartners issued check #
 - NPI or vendor # (listed on the check)
 - No check #, no problem. You can register using the US Mail option to receive a PIN.

Billing organizations/third party:

- No need for multiple logins under all your provider's accounts. Access all of your business under your corporation's account.
- Have your organization's Taxi d ready and contact information for each 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 if required.

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 work for the company that provides the services.

• BILLING ORGANIZATION/THIRD PARTY REGISTRATION

If you are contracted to provide services on behalf of a provider, you will register as a billing organization. All provider Tax ID/NPI access can be under your organization.

PROVIDER REGISTRATION:

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

Please tell us who you are:	
Health Care Provider	Billing Organization
Individuals and organizations who provide health care services.	Agencies that have agreements to handle administrative, billing or claims on behalf of health care providers.
Who might use this option: Physician offices, Hospitals, Care system's central billing office, Dental, Pharmacy, and other Ancillary providers.	Who might use this option: Billing agencies, Medical billing services, Third party administrators (TPA), Management service organizations (MSO).
I work for a health care provider	I work for a billing organization

- 4. Choose one a path (Tax ID/NPI, Tax ID/Vendor# or US Mail) and complete required fields.
- 5. Select your provider name and continue.

HINT: The address displayed is a guide to select the correct provider (if more than one is available). An outdated address will not impact your registration or claims. If you do not recognize the provider information presented, you have the option to select "My provider is not listed". This will redirect you to a form that routes to Provider e-Services, and someone will contact you to assist.

- 6. Complete contact information (your name, not the doctor or facility name) and continue.
- 7. Create your account information and continue.

HINT: Individuals cannot share accounts. You will have the ability to create other staff accounts once your registration is completed and you are given delegate status.

- 8. Your registration confirmation will display; click log on to enter your username and password.
- 9. Accept Provider Portal Terms of Use, and accept Delegate/Site Administrator Terms of Use.
- 10. **Congratulations!** You are ready to begin navigating and accessing HealthPartners secure provider site.

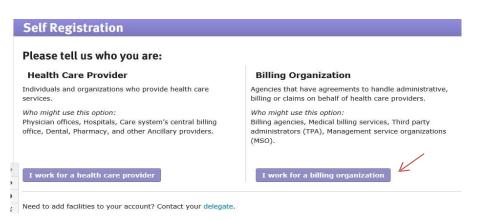
(If you chose the US Mail registration path, you will wait for a PIN code to arrive in the mail.)

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



BILLING ORGANIZATION/THIRD PARTY REGISTRATIONS

- 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 billing organization."



- 4. Enter your organization's full name, Tax ID and click continue.
- 5. Enter your contact information (your name, phone and email) to create an account.
- 6. Your registration confirmation will display; click Sign in to enter your username and password.
- 7. Accept Provider Portal Terms of Use, and Delegate/Site Administrator Terms of Use.
- 8. Add the provider group (your clients) you wish to request access for by entering the client's Tax ID and a HealthPartners issued check.
- 9. Select the provider group/client and continue.
- 10. Enter the **provider's/dients contact information** (not your billing service/third party information). An email will be sent to the provider group/client contact to authorize your access in one simple step.
 - Email 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.
- 11. Congratulations! You are ready to begin accessing your client's data on HealthPartners secure provider site