



HEALTH CARE PROVIDER ACCESS AGREEMENT

Section 1- User Information <i>(required)</i>		
Name	Email	UtahID (not email)
Employer	Office	Title
Address (Street, City, State, Zip)		Phone #
Approver	Approver email	Approver phone
Section 2- Access Information		
Select User Profiles <i>(See page 2 for profile descriptions)</i> Provider Domain Name <input type="text"/> Provider NPI number (required) <input type="text"/> ___ EXT Provider Account Administrator* <i>(approval in Section 4 below)</i> Other access not listed: <input type="text"/>	PRISM <input type="checkbox"/> Claims Inquiry - Provider <input type="checkbox"/> Claims Submitter - Provider <input type="checkbox"/> Claims Processor – Provider <input type="checkbox"/> EXT EDI Analyst <i>(View HIPAA transactions, upload files)</i> <input type="checkbox"/> EXT Provider Credentialing Specialist <input type="checkbox"/> EXT Member Provider Access <i>(eligibility inquiry)</i> <input type="checkbox"/> EXT PA Provider Access <i>(create/modify)</i> <input type="checkbox"/> EXT Admission/PA Provider Access <i>(create/modify, create admission record)</i> <input type="checkbox"/> EXT Provider Upload Files <input type="checkbox"/> EXT Provider View Only <i>(provider enrollment)</i> <input type="checkbox"/> EXT TPL Provider Access <i>(create lead, view member TPL)</i> <input type="checkbox"/> Local Health Department <i>(restricted to LHD domains only)</i>	PEGA <u>EPAS/Waivers</u> <input type="checkbox"/> Provider Domain Admin-EXA* <input type="checkbox"/> Provider Domain Admin-SCA* <input type="checkbox"/> EP Assessor <input type="checkbox"/> EP Assessor Trainee <input type="checkbox"/> EP Manager <input type="checkbox"/> EP Service Coordinator <input type="checkbox"/> EP Service Coordinator Trainee <u>Aging Waiver</u> <input type="checkbox"/> Provider Domain Admin* <input type="checkbox"/> CMA-AG Case Manager <input type="checkbox"/> CMA-AG Case Manager Trainee <input type="checkbox"/> CMA-AG Manager <input type="checkbox"/> CMA-AG Physician <input type="checkbox"/> CMA-AG Registered Nurse <input type="checkbox"/> CMA-AG RN Trainee <input type="checkbox"/> CMA-AG Intake Worker <u>New Choices Waiver</u> <input type="checkbox"/> Provider Domain Admin* <input type="checkbox"/> CMA-NC Case Manager <input type="checkbox"/> CMA-NC Case Manager Trainee <input type="checkbox"/> CMA-NC Manager <input type="checkbox"/> CMA-NC Registered Nurse <input type="checkbox"/> CMA-NC RN Trainee
Justification/purpose for access <i>(required)</i>		
Section 3- Security Agreement Approvals		
User Acknowledgement – I agree the requested access above is appropriate and I agree to comply with the PRISM Access Agreement (located at https://medicaid.utah.gov/become-medicaid-provider/). I understand account sharing is prohibited. User Signature: _____ Date: _____		
Provider or Supervisor Approval- I attest the requested access is appropriate and necessary for the User's assigned job duties. I understand system training is the supervisor's responsibility. I agree to promptly report any changes in the User's job duties impacting system use to our PRISM account administrator. <i>(if Supervisor signs, they must be listed in section 1 above)</i> Approver Signature: _____ Date: _____		
Section 4- Account Administrator Agreement/Approval*		
User _____ <i>(initials)</i> I acknowledge the Provider Administrator profile is considered privileged access for the purpose of user management and includes other security duties such as, but not limited to, maintaining appropriate user access documentation and performing user activity reviews. Approver _____ <i>(initials)</i> I authorize this individual to serve as the PRISM account administrator for my organization.		

PRISM - User Profile Descriptions

EXT Provider Account Administrator	Add and Manage Provider User accounts for the Domain. Access to Provider Enrollment screens.
EXT Claims Inquiry - Provider	Ability to inquire on claims, including pharmacy claims.
EXT Claims Submitter - Provider	Ability to submit claims.
EXT Claims Processor - Provider	Ability to submit claims, inquire on claims including pharmacy claims, and adjust/void claims.
EXT EDI Analyst	View HIPAA Response/Acknowledgements and upload HIPAA files. View TPN Information.
EXT Provider Credentialing Specialist	Access to enroll and modify all Provider Enrollment screens for a provider.
EXT Member Provider Access	Member Eligibility Inquiry
EXT PA Provider Access	Create a Prior Authorization or Modify a PA that is not in a final status.
EXT Admission/PA Provider Access	Create a Prior Authorization or Modify a PA not in a final status. Create an Admission Record for Nursing Facility and Hospice.
EXT Provider Upload Files	Access to upload documents for a provider.
EXT Provider View Only	Access to view all Provider Enrollment screens.
EXT TPL Provider Access	Create TPL Lead, View Member TPL information
Local Health Department	View MC enrollment, Add/Update Education, View HRA

PEGA - User Role Descriptions

EPAS Roles	
Provider Domain Admin-EXA	Add new users to the PEGA application in the domain. Cannot add PRISM Provider Admin
Provider Domain Admin-SCA	Add new users to the PEGA application in the domain. Cannot add PRISM Provider Admin
EXA-EP Assessor	Works on Criteria scoring as EPAS Assessor in EPAS program
EXA-EP Assessor Trainee	Works as EPAS Assessor trainee in EPAS program
SCA-EP Manager	Reviews as Service Coordinator, prepares care plan, in EPAS program
SCA-EP Service Coordinator	Works as Service Coordinator, prepares care plan, in EPAS program
SCA-EP Service Coordinator Trainee	Works as Service Coordinator Trainee, prepares care plan, in EPAS program
Aging Waiver Roles	
Provider Domain Admin	Add new users to the PEGA application in the domain. Cannot add PRISM Provider Admin
CMA-AG Case Manager	Works as Case Manager in Aging waiver case
CMA-AG Case Manager Trainee	Works as Case Manager Trainee in Aging waiver case
CMA-AG Manager	Manages provider tasks as Case Manager in Aging waiver case
CMA-AG Physician	Works as Physician with case worker in Aging waiver case
CMA-AG Registered Nurse	Works as Registered Nurse with case worker in Aging waiver case
CMA-AG Registered Nurse Trainee	Works as Registered Nurse Trainee with case worker in Aging waiver case
CMA-AG Intake Worker	Works as case worker in Aging waiver case
New Choices Waiver Roles	
Provider Domain Admin	Add new users to the PEGA application in the domain. Cannot add PRISM Provider Admin
CMA-NC Case Manager	Works as Case Manager in NCW case
CMA-NC Case Manager Trainee	Works as Case Manager Trainee in NCW case
CMA-NC Manager	Manages provider tasks as Case Manager in NCW case
CMA-NC Registered Nurse	Works as Registered Nurse with case worker in NCW case
CMA-NC Registered Nurse Trainee	Works as Registered Nurse Trainee with case worker in NCW case