



# Provider Enrollment and Portal Set-Up Instructions

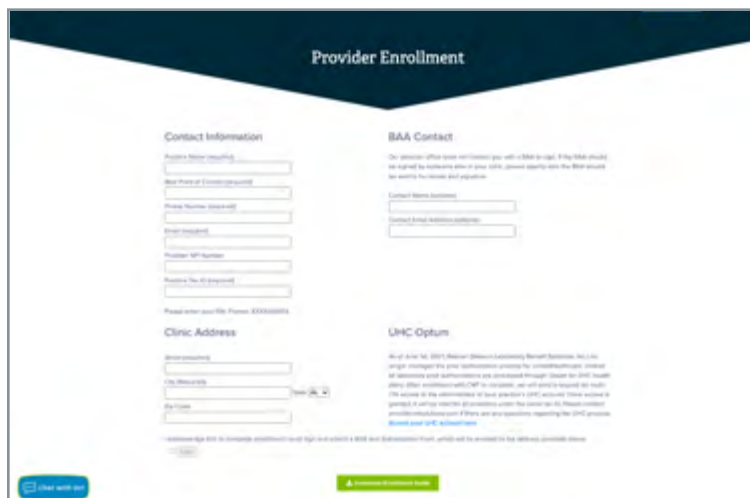
To start using careviso's prior authorization rapid-technology solution, you must first follow the steps outlined in this document to both enroll your practice and get set up in the careviso portal.

We've provided detailed information to make this process easy to do, but if you need assistance at any point, you can contact careviso in a variety of ways, including:

- **Phone:** 800-978-3305
- **Live Chat:** You can have a live conversation by texting with a careviso representative
- **Email:** enroll@careviso.com
- **Appointment:** You can schedule an appointment for a careviso representative to call you at the day and time of your choosing

## Step 1

Go to Provider Enrollment at [www.careviso.com/provider-enrollment](http://www.careviso.com/provider-enrollment) and fill out the "Enroll Your Practice" form.



## Step 2

Once you have completed the enrollment form, you will see a green confirmation which means the form has been submitted.

## Step 3

Sign the careviso BAA that has been sent to you via e-mail.

What is a BAA?

A Business Associates Agreement (BAA) is a document which satisfies HIPAA regulatory requirements. To complete a Prior Authorization on your behalf, Personal Health Information (PHI) is exchanged. By signing the BAA, your provider's office and careviso are safeguarded from risk.

After receiving the BAA by email, DocuSign allows your office to electronically sign the BAA. Next, you will need to review and sign a certificate that states careviso only acts as an “administrative agent” and does not make clinical decisions.

### What you can do if you prefer to use your own BAA

If you prefer to use your own BAA, you will be able to do so through a link in the enrollment confirmation email you receive. That link will direct you to a page that is specific to your account.

You will then have one more step to take: You will receive another email generated by DocuSign that has a Referral Certification and Authorization document to sign and submit.

This document authorizes careviso to perform administrative duties for Prior Authorizations, Referral Certifications and Notifications.

### One-Time Administrative Approval within Optum

To use careviso services you need to provide administrative approval within Optum. This allows us to submit your UHC authorizations securely.

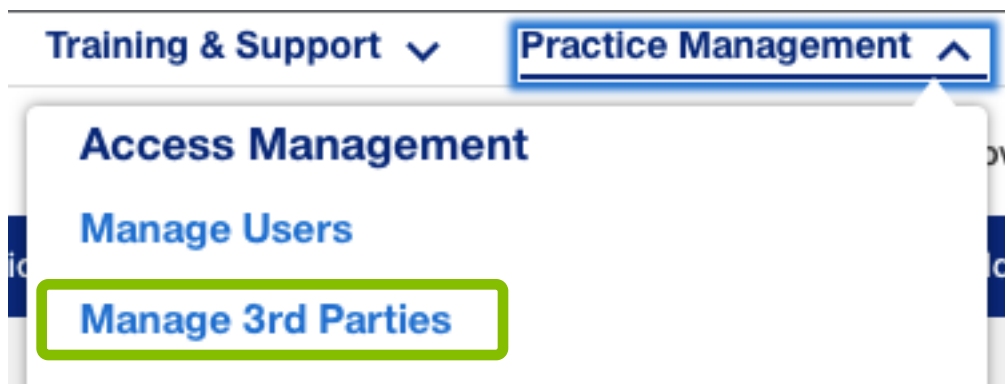
This is the information you’ll need at hand:

- Login username and password for Optum

Once you have logged in to Optum you will go to Practice management at the top bar of the page.



Then go to to Manage 3rd parties, and approve careviso.



You have now completed all of your careviso enrollment set-up steps! Next, a careviso representative will call you to verify your credentials for your account. Then you can begin using our PA rapid-submission.