

# OSP Website – Staff Access Authorization Form

[WWW.OSPDOCS.COM](http://WWW.OSPDOCS.COM) | TELEPHONE: (248) 357-4048 | FAX: (248) 357-2049

Access permits staff to view secure content such as performance dashboards and reports. A designated Medical Group Practice physician or authorized party must complete this form and fax back to OSP at (248) 357-2049.

## **Practice Information:**

Practice Name: \_\_\_\_\_

Physician Name(s): \_\_\_\_\_

## **Medical Group Practice Physician/Authorization:**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Staff User Information:**

Staff Name: \_\_\_\_\_

E-mail: \_\_\_\_\_  
*Must provide own email address*

Telephone: \_\_\_\_\_

Mobile/Cell: \_\_\_\_\_

Preferred user log-in name: \_\_\_\_\_

### **Practice Level Access:**

- Member/Eligibility Report
- Quality/Utilization
- Claims, Adjustment & Stoploss Reports
- Sensitive PHI\*
- ADT\*
- Financial Reports\*\*
- Permitted to view physician calendar events

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\*highly sensitive PHI applicable to care management and hospital based services

\*\*user will have access to all Financial Statements for individual physicians and the medical group practice