



Office Staff Authorization Form for OSP Website Access

(www.ospdocs.com)

FAX: (248) 357-2049

BASIC OSP website password:

A basic OSP website password DOES NOT require form completion or physician signature. To obtain a basic OSP website password, call Kristen or Betsy at 248.357.4048. This level of access will allow staff to use website resources such as news, privileged handbooks and program tools.

ADVANCED OSP website password:

An advanced OSP website password allows designated staff (i.e. Office Manager/Biller) additional access to view and/or update Physician Profile, Reports and/or Services. To obtain an advanced OSP website password, complete the staff profile below and the Physician must authorize the level of access he or she wishes to grant by checking the appropriate box and signing. When complete, please fax the form back to our office at the fax number listed above.

Staff Name: _____ E-mail Address: _____

Please indicate preferred user log-in name: _____ Contact Phone #: _____

Practice Name: _____ Date: _____

- Level of Access:
- | | |
|---|---|
| <input type="checkbox"/> Financial Reports <i>(BCN ~ Capitation Summary)</i> | <input type="checkbox"/> Claims Reports <i>(BCN ~ PCP Paid Claims, PCP Adjustment Summary, PCP Stop Loss)</i> |
| <input type="checkbox"/> Member/Eligibility Report | <input type="checkbox"/> Quality Worksheets <i>(BCN Health e-Blue, BCBSM and Priority Health)</i> and ER Utilization Reports <i>(BCN)</i> |
| <input type="checkbox"/> Physician Profile <i>(Update Office Information)</i> | <input type="checkbox"/> Services <i>(e-services)</i> |

Staff Name: _____ E-mail Address: _____

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| <input type="checkbox"/> Physician Profile <i>(Update Office Information)</i> | <input type="checkbox"/> Services <i>(e-services)</i> |

Physician Name: _____ Physician Signature: _____