

# 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:

- OSP Dashboard  
[Quality, Utilization, Pharmacy, PCMH, Population]
- ADT\*
- Sensitive PHI Reports\*
- Financial Reports\*\*
- Claims, Adjustment & Stoploss Reports
- Eligibility Reports
- Permitted to view physician calendar events

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*Must provide own email address*

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

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

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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