

Provider Portal User's Guide GRANTING ACCESS TO YOUR PRACTICE



The following steps are to be used by your office's Portal Administrator to grant access to your staff in the CareFirst Patient-Centered Medical Home (PCMH) Provider Portal.



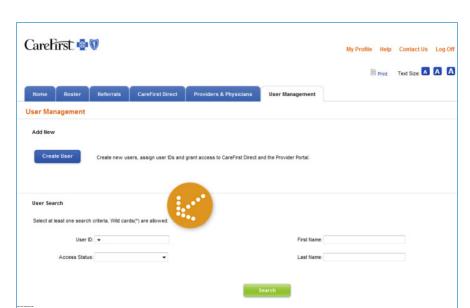
Portal Administrator logs into the secure section of the website.



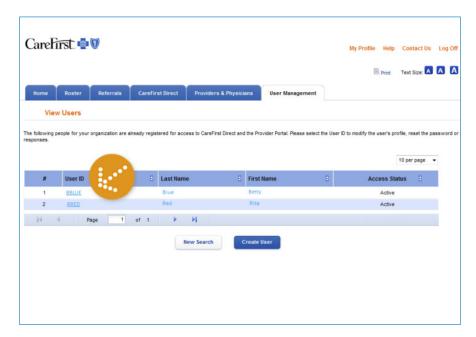
Click on 'User Management'.

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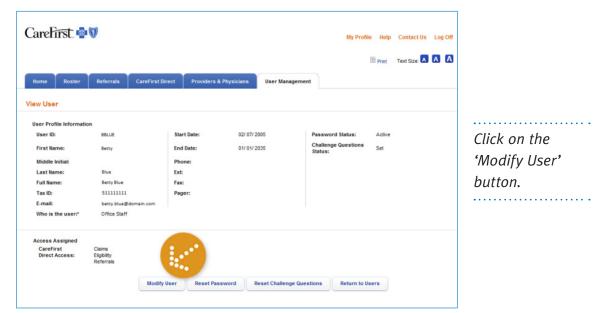
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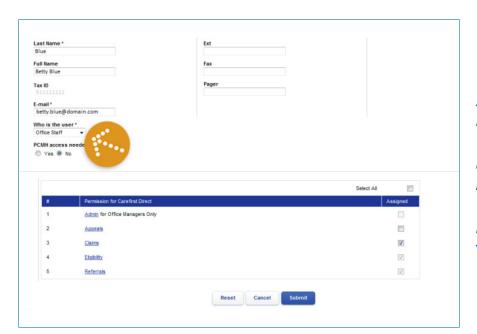
Search for a user by putting an '*' in the User ID field then click on 'Search'.



Select the appropriate user by clicking on the User ID hyperlink.



Click on the 'Modify User' button.



Note that the 'Who is the user' field does not indicate 'PCP' or 'Nurse Practitioner'.



Under 'Who is the user' change the user to 'PCP' or 'Nurse Practitioner'. Then click the 'Submit' button. The changes do not actually take place until the Portal Administrator logs out of the system.

Want to Learn More?

We offer a variety of webinars and seminars for your PCMH. To register, visit www.carefirst.com/providers > Seminars & Training or call our enrollment hotline at 877-269-2219.