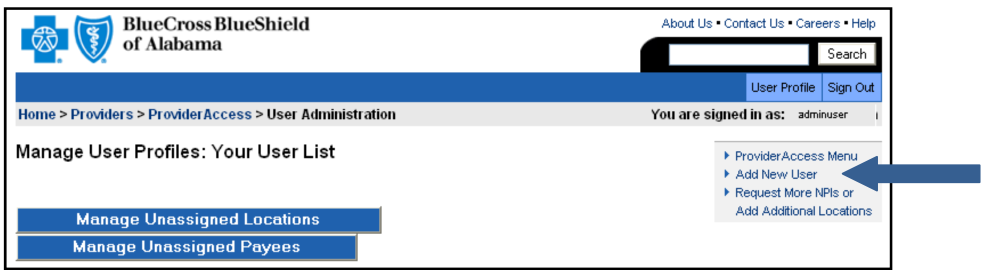
## Adding the Quality and Transparency Permission for New Users in *ProviderAccess*

In order to self-report information for the Physician Quality and Transparency Program, a physician or their office staff must have the quality and transparency permission on *ProviderAccess.* Group Administrators were given this permission as a default.

Group Administrators will be able to perform all of these steps for a physician office or clinic. For further assistance or questions, please contact Blue Cross and Blue Shield of Alabama's Electronic Data Interchange (EDI) services at 205 220-6899 or send an e-mail to **ask-EDI@bcbsal.com**.

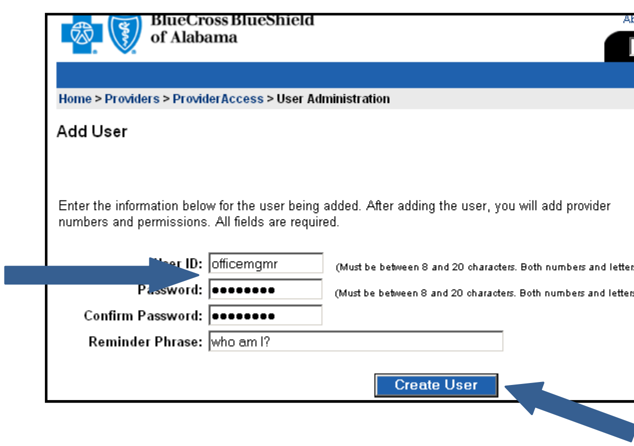
### Adding New Users

1. Once you access "User Administration," you can add new users. Click on "Add New User."



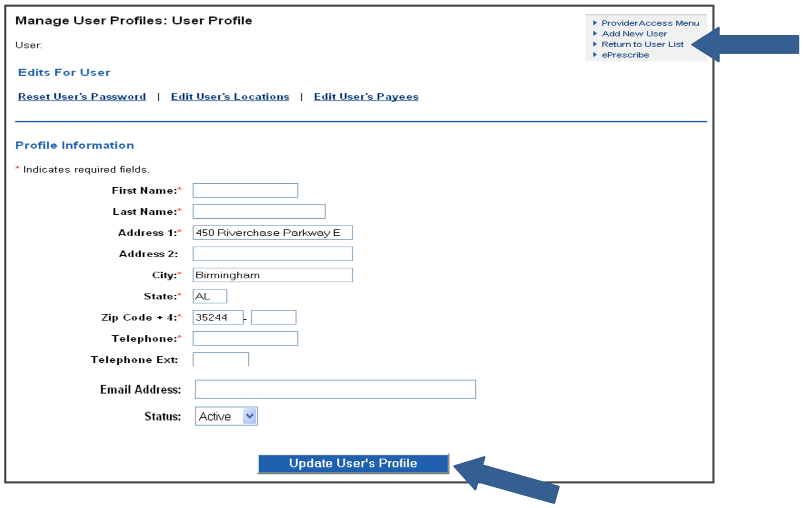

2. Create a unique user identification (ID) and password for each user that needs access to the web site. After creating a user ID and password, click on "Create User."

   **Note:** A password will be required. The reminder phrase will provide a hint to help you remember your password.

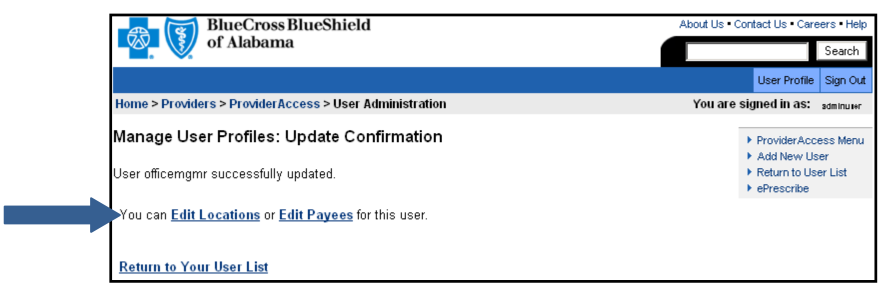


3. Once you click on "Create User," you can add the name, telephone and e-mail address for that user. The address, city, state, zip and "Active" status are defaulted to your information, but can be changed if needed.

4. To save the information you have entered, select "Update User's Profile," and to customize the user's access, click "Return to User List."

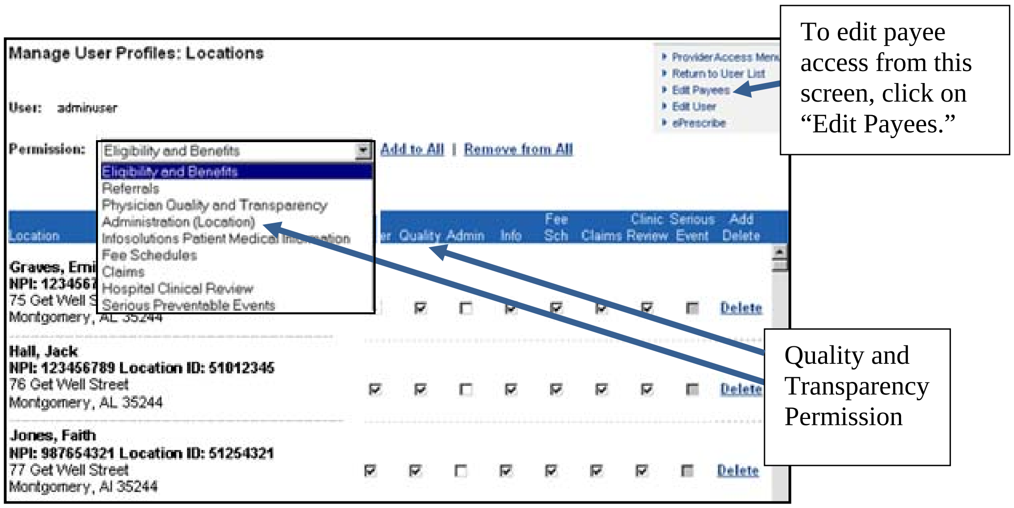



5. Click on "Edit Locations" to give permissions for menu items in *ProviderAccess*. Locations that the user can access can also be updated. Location-based menu items include the following:
    - Quality and Transparency
    - Eligibility and Benefits
    - Summary Plan Description
    - Claims Entry
    - Audit Reports
    - Fee Schedules
    - Many other services




6. The user will initially have access to only one location. To add any additional locations, the administrator will have to click "Add." However, users will only need access to one location to view the Quality and Transparency information.

7. Once all locations have been granted, the administrator can add or remove specific functionality for that user ID. To give or deny access to a location, click "Add" or click "Delete." Use the drop-down box to give or remove the same permissions for all locations for the user. For example, if the user is also an administrator, choose "Administration (Location)" from the drop-down box and click "Add to All." If you need to give access for a specific location, you can check the box for the functionality the user needs.

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