

# Accessing Select Health Online Tools

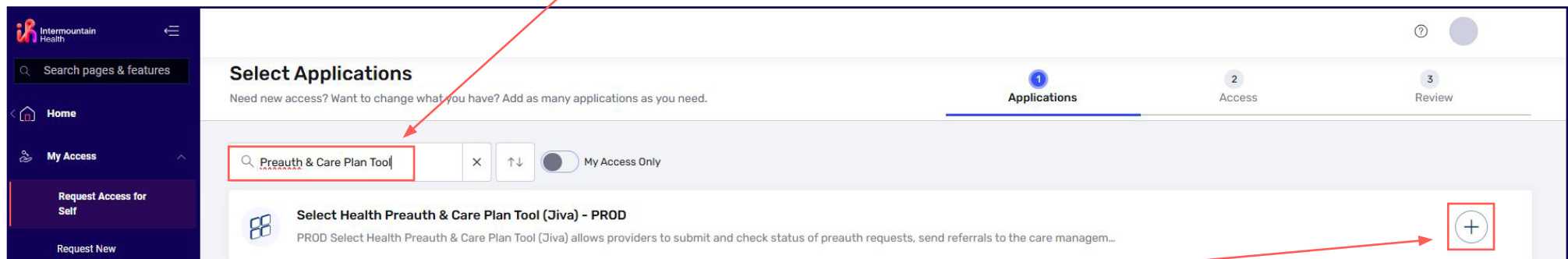
## Intermountain Caregiver Instructions

### INSTRUCTIONS FOR REQUESTING ACCESS

1. Go to [Access HUB](#). Log in using your master user ID and password.
2. Click **“Start an Access Request”** and select the appropriate option under **“Who are you requesting access for?”**:
  - If you are a manager requesting access for an employee, select **Someone Else**.
  - If you are requesting access for yourself, select **Myself**.
3. Under **“What are you requesting access to?”** select **Application**.
4. **Be sure to request access to BOTH the Preauth & Care Plan Tool and the Provider Benefit Tool:**
  - i. In the search box on the Applications page, type in **Preauth & Care Plan Tool**.

#### Tips:

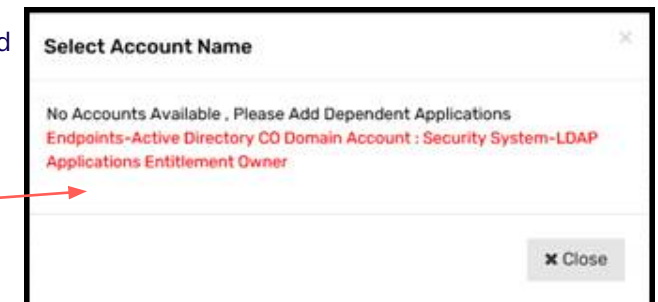
- **Purple Type** indicates a clickable hyperlink to the referenced information.
- **Red Type** indicates something you click on or enter in referenced fields.



- ii. Once found in the list, click the **plus sign** to **“Add to access request.”**
- iii. Follow the same step as above, but this time type **Provider Benefit Tool** in the search box. Once found in the list, click the **plus sign** to **“Add to access request.”**

#### NOTE:

- If you see the pop-up window at right, you will need to add **Active Directory CO Domain Account** by typing it in the search box and clicking the plus sign to add it to your request.
- After adding this, you should be able to add the **Provider Benefit Tool**.



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# Intermountain Caregiver Instructions, Continued

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5. Click **Next** once both tools have been added to the cart.
6. You will then be guided to select the type of access for each tool as follows:
  - **For the Provider Benefit Tool:**
    - Scroll down to the “Available Entitlements” section and type **103016885101** or **SELECTHEALTH ELIGIBILITY** in the search box. Once found, click **+** to add.
    - On the same screen, scroll down to the “Available Application Roles” section and type **PBT-Intermountain Provider Groups**. Once found, click **+** to add.
  - **For the Preauth & Care Plan Tool:** Select **“Provider”** or **“Read Only”** from the dropdown menu.
7. Click **Next** again. In the “Comments” box, type in **Requesting Preauth & Care Plan Tool and Provider Benefit Tool Access**.

**NOTE:** If you need access to certain providers or all Intermountain provider groups and facilities, mention this in the comment box. Include the **name and NPI#** of the provider/facility for which you need access. If there are too many to list, include one or two; access will be granted to the provider group to which they belong.
8. Click **Submit Request** at the lower right-hand corner of the screen.

## QUESTIONS?

Send an email to [providerwebservices@selecthealth.org](mailto:providerwebservices@selecthealth.org)

