

Provider Secure Website – Authorization Form



Instructions for completing web access registration:

- Online registration of each physician NPI at carepartnersct.com may be required
- Attach complete list of provider names and corresponding National Provider IDs
- Please email, fax or mail your completed form to:

Email: CPCT_Network_Tech@carepartnersct.com

Fax: 617-673-0312

Mail: CarePartners of Connecticut
Provider Services Web Access Management
1 Wellness Way, Canton, MA 02021

List provider first and last name or an organization name and National Provider Identifier (NPI):

If the form is for more than one provider or an organization, attach a listing with the Providers' NPIs and first and last name.

The above named provider organization ("Provider Organization"), hereby authorizes and requests that CarePartners of Connecticut provide, to the Senior Access Administrator designated below, electronic access to information submitted to CarePartners of Connecticut by Provider Organization's physicians and practitioners of which it has legal authority to act on behalf of related to health care services provided by Provider Organizations physicians and practitioners to CarePartners of Connecticut members. The above-named Provider Organization has attached a list of physicians/practitioners for which it has legal authority to act. The list may be updated upon written notice from an Officer of Provider Organization to Provider Services Web Access Management.

The Senior Access Administrator that Provider Organization designates will be permitted to perform certain functions pertaining to Provider Organization and Provider Organizations' physicians and practitioners on the CarePartners of Connecticut website, including but not limited to accessing claims information, submitting referrals and pre-registering/inpatient admission notifications on Provider's behalf. Provider Organization understands that Senior Access Administrator will also be responsible for granting and terminating additional access to the website accounts to Access Administrators and Authorized Users. Pursuant to this Authorization Form, CarePartners of Connecticut will grant access to Senior Access Administrator and to any Access Administrators and/or Authorized Users designated by Senior Access Administrator. CarePartners of Connecticut will also grant access to any Authorized Users designated by Access Administrator.

Provider Organization understands that it is responsible for compliance with all applicable federal and state requirements concerning the confidentiality of health care information, and that Provider Organization retains ultimate responsibility for the actions and use of that information by those designated pursuant to this Authorization Form. Provider Organization understands that CarePartners of Connecticut will require that any person Provider Organization designates as a Senior Access Administrator, as well as any Access Administrators and/or Authorized Users, must accept certain Terms of Use agreeing to comply with, among other things, HIPAA and other requirements concerning the confidentiality and security of protected health information. Provider Organization further understands that it is the Provider's responsibility to inform CarePartners of Connecticut of any changes to this Authorization Form and that CarePartners of Connecticut or Provider Organization can terminate this Authorization Form at any time upon prior written notice.

I have read, understand, agree to and accept the terms of this Authorization Form and I hereby grant the above authority and responsibility to the Senior Access Administrator designated below:

AUTHORIZATION FORM SIGNATURE REQUIREMENTS

For the purposes of website registration and signature requirements for this Authorization Form, the individual signing this document must be an "Officer" of the Provider Organization. An "Officer" is defined as an individual empowered by that entity to bind the organization in this legal agreement (e.g., CEO, COO, Chief Medical Officer, Vice President, Partner).

Officer of Provider Organization (*required fields)

*First and last name:

*Title:

*Email:

*Signature:

*Date:

Name of provider organization:

Senior Access Administrator

*First and last name:

*Phone:

*Email:

TERMS AND CONDITIONS FOR SENIOR ACCESS ADMINISTRATOR, ACCESS ADMINISTRATORS AND AUTHORIZED USERS

By signing this form, you are granting CarePartners of Connecticut permission to create a user profile account on your behalf as Senior Access Administrator for Provider Organization, or a designated Access Administrator or Authorized User. You also agree to review and abide by all of the following:

Terms of use

When you ("You" or "User") access CarePartners of Connecticut's websites and mobile applications, conduct any transaction or access information on CarePartners of Connecticut Websites and mobile applications, you are agreeing to accept the following Terms of Use and all legal disclaimers, limitation of liability provisions and privacy and security policies.

These terms and the included disclaimers, limitation of liability provisions, and policies are not intended to and do not create any contractual or other legal rights in or on behalf of the User or any third party.

1. **Changes and Updates.** These Terms of Use may change from time to time and changes will be posted here so that you will always be aware of our Terms of Use. By using CarePartners of Connecticut Websites and mobile applications or doing any of the activities described above after changes have been made to these Terms of Use, you are agreeing to accept these changes.
2. **User's Responsibilities and Obligations.** You agree that you have the legal right and ability to agree to these Terms of Use and that you will use CarePartners of Connecticut Websites and mobile applications in a manner consistent with these Terms of Use. If you use the password-protected sections of our Website, you understand that your password is intended to protect your privacy and should be kept confidential. You are solely responsible for your use of CarePartners of Connecticut Websites and mobile applications as well as for the access and use of information relating to you or your minor dependents by anyone whom you authorize to access that information or to whom you disclose your password or other information designed to protect your privacy.
3. **Unauthorized Use/Misuse.** Unauthorized entry (commonly referred to as hacking) into any portion of CarePartners of Connecticut Websites and mobile applications, or misuse (for fraudulent, malicious and/or deceptive purposes) may constitute crimes or torts under state or federal law. Any such violations will be pursued and prosecuted to the fullest extent permitted by law.

LEGAL, SECURITY AND PRIVACY PRACTICES

Disclaimer

Consistent with our corporate mission of providing outstanding service and value, CarePartners of Connecticut is dedicated to providing health-related information to our members. The health-related information and resources on this website are made available to you solely for informational purposes. It does not constitute medical advice and is not intended to be a substitute for professional medical care. Nothing on this site is intended to be used for medical diagnosis or treatment. Always seek the advice of your health care provider before beginning any new treatment or if you have any questions regarding a medical condition. If you are ill or need immediate medical care, please contact your health care provider or, in an emergency, call 911 or go to the nearest medical facility.

CarePartners of Connecticut and its vendors will attempt to keep the information available through this website current and accurate but make no guarantees and disclaim any implied warranty or representation about its accuracy, relevance, timeliness, completeness, or appropriateness for a particular purpose. Information on this website may be updated at any time and without notice.

When you access carepartnersct.com, conduct any transaction, use any functionality or tool, or access information on or through carepartnersct.com, you are agreeing to accept the legal disclaimers and adhere to our privacy and security policies set forth on our website.

Limitation of Liability

IN NO EVENT SHALL CAREPARTNERS OF CONNECTICUT OR ITS AFFILIATES BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL, PUNITIVE, INCIDENTAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, OR ANY DAMAGES WHATSOEVER RESULTING FROM ANY LOSS OF USE, LOSS OF PROFITS, LITIGATION, OR ANY OTHER PECUNIARY LOSS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS WEBSITE OR THE PROVISION OF OR FAILURE TO MAKE AVAILABLE ANY SUCH PRODUCTS, GOODS, OR SERVICES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Privacy and Security on the Public Site

CarePartners of Connecticut ("we", "us" or "our") understands that privacy of information is of great importance to our members and the people that visit our site. We want you to know that CarePartners of Connecticut does not sell information obtained through use of this website to anyone. In addition, we have established the following privacy and security practices with respect to the public portions of www.carepartnersct.com.

Because we want www.carepartnersct.com to better serve visitors' needs, we collect some basic information about visitors' computers, including:

- IP address (the computer's unique signature)
- Operation System (e.g., Windows Vista)
- Browser Software (e.g., Microsoft Internet Explorer, Firefox)
- Internet Service Provider (e.g., AOL)
- Geographic location (e.g., Hartford, Connecticut)

The information we collect about our visitors' computers will not be used to identify individuals. Instead, we check which webpages and services people use while they are here. For example, we use the browser information to help us design our website so that as many people as possible will be able to view the pages correctly. In short, it helps us determine what parts of the site people like and what parts they don't, so that we can add information appropriately.

Privacy and Security on the Secured Sites

The sections of www.carepartnersct.com that are password protected and require individuals to register and log in contain protected health information (PHI) and allow individuals to perform certain transactions (e.g., order an ID card, change a PCP). Because of this, CarePartners of Connecticut must be able to link a user's activity back to their identity. For example, when a member changes her PCP, we must be able to make that change within our systems and we cannot do that without linking the information back to the member. In addition, it is important for CarePartners of Connecticut to keep track of what functionality a member uses. Therefore, in the password protected portion of our website CarePartners of Connecticut does collect identifiable information about users. This includes information about the user's computer as listed above, and information related to the user, such as pages visited and PHI submitted or changed.

The confidentiality, integrity and availability of your PHI are important to CarePartners of Connecticut. To protect against unauthorized access to PHI that is accessible on the password-protected portions of our site, CarePartners of Connecticut has adopted stringent security standards. Data transmitted between your browser and the password-protected portions of carepartnersct.com is protected by 128-bit encryption.

PHI that CarePartners of Connecticut collects from users on the password-protected portions of carepartnersct.com is confidential. All PHI CarePartners of Connecticut has regarding our members is available only to authorized users and is protected from unauthorized access by multiple layers of security controls and monitoring. In addition, PHI that is collected and maintained by CarePartners of Connecticut is used and disclosed only in accordance with our [Notice of Privacy Practices](#).

We collect email addresses as part of the registration process. We will use email addresses to notify registrants of online activity related to the security and privacy of their accounts, such as retrievals of username, etc. In addition, we will use email addresses to send prospective and current members health and wellness information, benefit and product information, and other updates that might be of interest to them as prospective and current members of CarePartners of Connecticut. Each time we send health and wellness information, benefit and product information, and other updates, the recipient will be given the opportunity to opt out of receiving similar emails in the future. Please note that registrants cannot opt out of receiving emails that notify them of online activity because these are necessary to protect the privacy and security of web accounts.

Cookies

The CarePartners of Connecticut website uses web analytics tools to help analyze how users use the site, for advertising purposes, and to help improve visitors' experiences on our websites. These tools use "cookies," which are text files placed on your computer, to collect standard internet log information and visitor behavior information in an anonymous form. The information generated by the cookie about your use of the website (including IP address) is transmitted to our partners. This information is then used to evaluate visitors' use of the website and to compile statistical reports on website activity for CarePartners of Connecticut.

CarePartners of Connecticut is dedicated to providing privacy on the internet and has provided you the opportunity to opt out of future third-party advertising cookies.

CarePartners of Connecticut allows third parties to place cookies on our site for advertising purposes. This Online Privacy Statement does not cover the collection methods or use of the information collected by these vendors. These vendors have their own privacy policies and may be members of the Network Advertising Initiative ("NAI"). To remove yourself from some or all NAI member advertising programs, please visit the NAI Opt-Out Page and follow the relevant instructions. Please note that if you delete, block, or otherwise restrict cookies, or if you use a different computer or Internet browser, you may need to renew your opt-out choice.

We will never (and will not allow any third party to) use the statistical analytics tool to track or to collect any Personally Identifiable Information (PII) of visitors to our site. We will not associate any data gathered from this site with any Personally Identifiable Information from any source, unless you explicitly submit that information via a fill-in form on our website.

Email

We welcome your comments or questions about our website and have provided an email option for that purpose. We will share your comments and questions with our member services coordinators and those employees most capable of addressing your questions and concerns. Remember, your email may not be encrypted and may be accessed and viewed by other Internet users without your knowledge while in transit to us. For that reason, please do not send confidential health care or personal information to us by email. CarePartners of Connecticut disclaims any responsibility for any breach of confidentiality resulting from your transmittal of such email. If you need to contact CarePartners of Connecticut regarding confidential matters, please call our Customer Relations team at 1-888-341-1507 (TTY: 711).

Links to Other Sites

For your interest and convenience, we may provide links from www.carepartnersct.com to other websites. These links and feeds are provided for your convenience only and do not constitute or imply that CarePartners of Connecticut endorses these sites, any material or information contained therein, or of any products or services described on these sites.

These sites are not owned or controlled by CarePartners of Connecticut and are not covered by CarePartners of Connecticut's privacy and security policies. CarePartners of Connecticut cannot warrant the accessibility or the accuracy of any information provided on other websites. CarePartners of Connecticut disclaims any responsibility for the content, information, or the privacy and security policies contained on those other websites. We encourage you to check the terms of use, privacy and security policies, and policy regarding the use of cookies of any other website you visit.

Confidentiality of Protected Health Information

You agree to comply with all applicable federal and state requirements concerning the confidentiality and security of protected health information.

I have read, understand, agree to and accept the Terms and Conditions for Senior Access Administrator, Access Administrators, and Authorized Users.

*First and last name:

*Signature:

*Date: