

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. Select the appropriate “request access” option:
 - If you are a manager requesting access for an employee, click on **Request Access for Others**.
 - If you are requesting access for yourself, click on **Request Access for Self**.
3. Be sure to request access to BOTH CareAffiliate and the Provider Benefit Tool (required for CareAffiliate to work properly). In the search box on the Applications page, type in **Care Affiliate**.

Tips:

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

Request Access for

0 Item(s)

1 Select Applications 2 Select Access 3 Provide Justification 4 Submit

All Applications

Show 25 entries

APPLICATION	DESCRIPTION	ACTIONS
Care Affiliate	Care Affiliate allows Providers to electronically submit and check the status of preauthorization requests. Please also request access to the Provider Benefit Tool. This application is required in order for Care Affiliate to function properly.	
Care Affiliate Non-Prod		

Showing 1 to 2 of 2 entries

< 1 > Next



Back Cancel 0 Item(s)

4. Once found in the list, click the **Add to Cart Icon** in the “Actions” column.

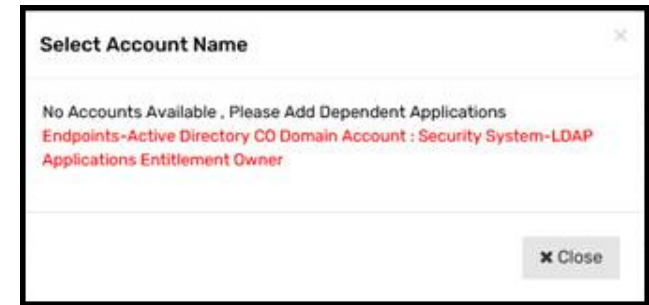
Intermountain Caregiver Instructions, Continued

Follow the same step as above, but this time type **Provider Benefit Tool** in the search box. Once found in the list, click the  in the “Actions” column.

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  in the “Actions” column.
 - After adding this, you should be able to add the **Provider Benefit Tool**.
5. Click **Checkout** 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 Providers” section and type **103016885101** or **SELECTHEALTH ELIGIBILITY** in the search box. Once found, click **+** to add under the “Actions” column.
 - On the same screen, scroll down to the “Available Application Roles” section and type **PBT-Intermountain Provider Groups**. Once found, click **+** to add under the “Actions” column.
 - **For CareAffiliate:** Scroll down to the “Available shcareaffiliaterole” section and look for “CAPROV,” click **+** to add under the “Action” column.
 7. In the “Comments” box, type in **Requesting Care Affiliate 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** at the lower right-hand corner of the screen.



QUESTIONS?

Send an email to providerwebservices@selecthealth.org