



BEACON

200 State Street, Boston, MA 02109

eServices Terms of Use and Account Authorization Form

INTRODUCTION

This document sets forth the eServices Terms of Use and Account Authorization for providers who contract with Beacon Health Strategies, Psychcare, BHS IPA, College Health IPA, and/or BHS Behavioral Health Network (collectively "Beacon").

- eServices is a Beacon Internet application, available to contracted providers serving enrolled members of Beacon customer health plans.
- eServices is designed to enable easy and secure access to a host of clinical, administrative and patient information to perform business transactions with Beacon.
- By utilizing eServices, providers are able to verify plan member eligibility, submit authorization requests and see/print authorization status, submit claims, see and print claims status among many other functions.
- eServices is accessed on Beacon's website www.beaconhealthstrategies.com

Beacon requires that a designated manager from the contracted provider organization serve as the "Account Administrator" for all eServices user accounts from within their organization having access to eServices.

- As the Account Administrator, you are the authorized representative of your organization and health care providers who are part of your organization who provide services to members of Beacon customer health plans (individually and collectively "You")..
- As the Account Administrator, You will be required to manage activation, access levels and deactivation for each eServices user in Your organization.
- In using eServices, You will be allowed access to certain confidential and individually identifiable protected health information ("Protected Health Information")
- In exchange for providing you access to eServices and the information therein, including Protected Health Information, You agree to take certain precautions, comply with certain practices, and implement certain procedures required by applicable law and Beacon for the purposes of guarding data integrity and safeguarding the confidentiality of Protected Health Information as specifically described below.

User's Responsibilities and Obligations

- By certifying that You are the Account Administrator for Your organization, You agree that You have the legal authority, right and ability to agree to these eServices terms of use and that You will use www.beaconhealthstrategies.com in a manner consistent with the website and eServices terms of use. You represent that You have the right to access information about You and members of Beacon customer health plans as the treating provider or his/her authorized designee. You further agree that You will comply with all applicable laws and regulations and that You will maintain the confidentiality of any information You access through the Beacon website and eServices. You agree that You will protect the integrity, confidentiality and availability of all electronically transmitted or electronically maintained Protected Health Information exchanged through the Beacon website and/or eServices as required by any applicable laws or regulations.
- You agree that as Account Administrator for Your organization and its eService users, You will be responsible for activation of Your eServices user accounts and granting levels of access for Your eServices user accounts.
- You agree that You will deactivate any user accounts for users no longer employed with Your organization and that You will notify Beacon of eServices users terminated from Your provider organization within 30 days of termination of employment, for any reason.

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- You agree not to use or further disclose Protected Health Information in a manner that, if undertaken by Beacon, would violate the requirements of the HIPAA Privacy Regulations.
- You agree to not use or further disclose Protected Health Information other than as permitted or required by this Agreement. You agree to use appropriate safeguards to prevent any use or disclosure of Protected Health Information that is not permitted under applicable law.
- You and Your organization's user names and passwords are intended to protect the Protected Health Information of the health plan's members that Your organization has access to. You and the users at Your organization are responsible for keeping their user names and passwords confidential and You hereby agree that You and Your users will not disclose the user name or password to others. You agree that You will be solely responsible for all activity or transactions that are tracked to Your and Your organization's user names and passwords through this web site and application.
- You acknowledge that You are acting as an independent contractor, and You are not an agent of Beacon and have no authority to represent Beacon as to any matters.
- You understand that each individual eServices user of Your organization must independently register for his/her individual user name and password at www.beaconhealthstrategies.com and/or <https://provider.beacons.com>.

Changes, Updates, Governing Law

These terms of use may change from time to time. Changes will be posted here so that You will always be aware of our terms of use. By using eServices on www.beaconhealthstrategies.com 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. You may not amend or modify these terms of use without prior written agreement from Beacon. The laws of Your respective state shall govern these terms of use. You agree to submit to the exclusive jurisdiction of the courts in Your respective state and waive any jurisdictional venue or inconvenient forum objections to such court

Termination

Beacon may terminate these terms of use, any rights granted to You hereunder and Your access to the eServices on www.beaconhealthstrategies.com at any time, with or without cause, without notice and without penalty. It is the contracted provider's responsibility to inform Beacon of any changes in employee status of staff members who have eServices username and passwords.

Unauthorized Use/Misuse

Unauthorized entry (commonly referred to as hacking) into any portion of www.beaconhealthstrategies.com or misuse (for fraudulent, malicious and/or deceptive purposes) may constitute crimes under state and/or federal law. Any such violations will be pursued and prosecuted to the fullest extent permitted by law.

Use of eServices usernames and passwords belonging to other providers or staff members will result in termination of those users' eServices accounts. In order to protect Personal Health Information of members and to maintain the integrity of eServices, under no circumstances is sharing of usernames and passwords permitted to access eServices.



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I hereby certify that:

- I have read and accepted this Terms of Use and Account Authorization Form for Beacon Health Strategies eServices;
- I am an employee of the organization listed below and am designated the Account Administrator responsible for managing all eServices user accounts of the organization listed below, including activation, assigning access levels and deactivations; and
- I understand that violation of any of these Terms of Use will result in deactivation of all eServices user accounts for which I am the Account Administrator.

Signature: _____ Date: _____
(please print)

Name: _____

Title: _____

Provider Organization: _____

National Provider ID: _____ Tax ID: _____

Phone: _____ Fax: _____

If You are a contracted provider with **Beacon Health Strategies** or **BHS IPA**, please fax the completed and signed document to **888-276-6745**, Attention: **eServices**.

If You are a contracted provider with **Psychcare**, please fax the completed and signed document to **305-273-0668**, Attention: **eServices**.

If You are a contracted provider with **College Health IPA** or **BHS Behavioral Health Network**, or **another Beacon affiliate or managed entity**, please fax the completed and signed document to **877-349-1135**, Attention: **eServices**.