

### Office Staff (“Delegate”) Access Questions

#### **How does the physician grant access to the Affinity Provider Portal – PRISM?**

Physician needs to enter the Affinity Provider Portal – PRISM website using the login and password provided. After clicking “Delegate Management Console,” click the “Create Delegate” button in the toolbar, then enter your delegate’s information by completing all required fields on the form. Click the “Create Delegate” button. Requests are processed within 5 business days.

#### **Which staff members are appropriate to be given “Clinical” versus “Non-Clinical” access to the Affinity Provider Portal – PRISM?.**

Non-Clinical provides admission to all business functions such as checking eligibility, sending and receiving authorizations, checking claims status, and secure messaging. “Clinical access” provides the same business functions and adds entry to the Stanford Health Care electronic medical record for shared patients. Only staff who have duties that require access to the medical record should be granted “Clinical Access.”

#### **Can the same email address be used by multiple delegates (an office with multiple staff uses one email to manage their business transactions)?**

No. Each Affinity Provider Portal – PRISM user must have a unique email address in order to be registered with access to the system.

#### **What if I have staff that work under two different Tax ID numbers and need delegate access under both entities they service?**

A staff member with the same email can have access to the two different accounts. Each practice needs to create this person as a delegate. Only one login is required and the user will see the combined patient list from all the locations s/he works at.

### Usernames & Passwords Questions

#### **What should I do if I forget my User ID?**

Click the “Forgot User ID?” link on the Affinity Provider Portal – PRISM Home page.

#### **What should I do if I forget my password?**

Click the “Forgot Password?” link on the Affinity Provider Portal – PRISM home page. You will be asked your first and last names and User ID. After correctly answering, you will see your password. Note: If your information does not match what is on file, you will be directed to call the Service Desk for assistance.



### Training & Support Questions

#### **How do I set up Affinity Provider Portal – PRISM?**

The Affinity Provider Portal – PRISM is accessed via a web browser and there is no separate software. Transition support resources can be accessed on [www.AffinityMD.com](http://www.AffinityMD.com). Additional training materials can be found on the Home Page after logging into the Affinity Provider Portal – PRISM. You may also call Affinity Provider Services at (800) 615-0261, or contact your Affinity Provider Relations Specialist.

#### **What should I do if I am having trouble navigating the Affinity Provider Portal – PRISM?**

Refer to the Affinity Provider Portal – PRISM Guide and eLearning module on the website. These resources have information on how to use the Affinity Provider Portal – PRISM. Visit [www.AffinityMD.com](http://www.AffinityMD.com) for additional support resources, such as the schedule for online training sessions. You may also call Affinity Provider Services at (800) 615-0261, or contact your Affinity Provider Relations Specialist.

#### **What are the hours for telephone support?**

Affinity Provider Services contact center is open Monday through Friday, 8 am to 6 pm at (800) 615-0261. May 30 until June 14, Affinity Provider Services opens at 7 am. For login and password related issues, Stanford Health Care’s Help Desk is available to assist. The SHC Help Desk support is available 24 hours a day, 7 days a week at (650) 723-3333.

#### **How long will it take to receive a response back from my CRM message to Affinity Provider Services?**

Expect a response or resolution within 3 business days.

### Common Affinity Provider Portal – PRISM Navigation Questions

#### **How do I find a patient who does not appear on my patient list?**

Click “Add Patient” after logging into the Affinity Provider Portal – PRISM.

Required fields are indicated with a red exclamation icon and recommended fields are indicated with a yellow yield sign. Enter all required information and at least one of the recommended fields (we strongly recommend using the patient’s Zip Code as the recommended field). Click “Search” to view results. Click “Select” to add this patient to your patient list.

**How will we receive new patient referrals?**

Click the “Patient Info” button in the banner at the top of the Affinity Provider Portal – PRISM.

Next select the “Authorizations” tab, followed by the “Auths by Provider” subtab located in the navigation panel along the left-hand side of the screen. Check the box for each provider whom you wish to see authorization activity. Click the Search button. A list of all open authorizations is returned. The Start Date field can be sorted to identify the oldest or the most recent (newest) authorizations in the system and which were referred to the selected provider.

**Cutover Related Questions****What do we do if we put in an authorization on the current portal for services schedule to occur after June 1<sup>st</sup>? Which system will the authorization be in?**

Before June 1<sup>st</sup>, continue to enter all authorizations into the current Ika portal. All open authorizations will be moved into the new Affinity Provider Portal – PRISM on June 1. After June 1<sup>st</sup> the Ika portal will be frozen in a view-only state, so all new authorization requests will need to be entered in the new Affinity Provider Portal – PRISM.

**How does the transition impact billing and collection?**

Claims for services provided prior to June 1, 2016 will be processed in the old Ika Systems. Claims received for dates of service on or after June 1, 2016 will be processed in the new system. The old Ika portal will remain available in a view-only state, and can be used to reference claims payments for activity prior to June. When researching claims with a date of service on or after June 1<sup>st</sup>, you will need to use the new Affinity Provider Portal – PRISM.

**Miscellaneous Questions****Using the Affinity Provider Portal – PRISM, will I be able to see the clinical information in other Epic systems such as John Muir, UCSF, or Kaiser?**

No. The electronic medical record information displayed within the Affinity Provider Portal – PRISM is specific to information in Stanford Health Care’s Epic system, and does not include data from other Epic clients’ systems.

**If I submit an authorization request, but it is pended or denied while I am out of the office, can any of our delegate’s review the status?**

Yes. All users within a practice (same Tax ID Number) can see the patients and activity for everyone in the group.

**Are there minimum system requirements for the Affinity Provider Portal – PRISM system?**

Affinity Provider Portal – PRISM works on both PCs and Macs. The following web browsers are recommended for optimal system performance:

- Internet Explorer 9, 10, or 11
- Firefox 24 or later
- Chrome
- Safari

Affinity Provider Portal – PRISM can also be accessed on the following mobile devices:

- Apple iPads running iOS 8 using the Safari browser
- Android tablets using the Google Chrome browser

The native Android browser and other third-party browsers are not supported. The Google Chrome browser on iOS is also not supported. Users might need to enable Java to view graphs and scanned images. Additionally, third-party image viewers might install Java applets and other ActiveX components on the client workstation. In this case, users need appropriate privileges on their workstations to install such components.