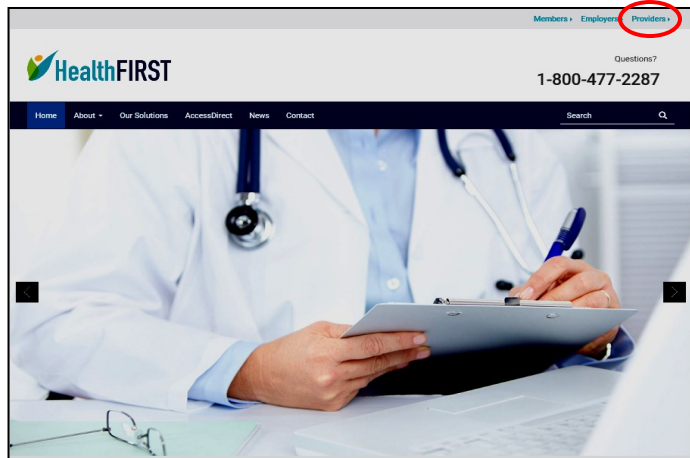




Need to check claim status, verify patient eligibility and benefits or add/delete TINs? You can do all of this on the HealthFirst provider portal. You'll find that it is easy to navigate with helpful prompts and messages. And it's secure and confidential.

- Access the site at <https://hfbenefits.com>, then click on **Providers**. If you haven't registered yet, your **first step** is to complete New user registration. Just follow the instructions that follow.
- After you register, you will receive an email to set your password within 1-2 business days.

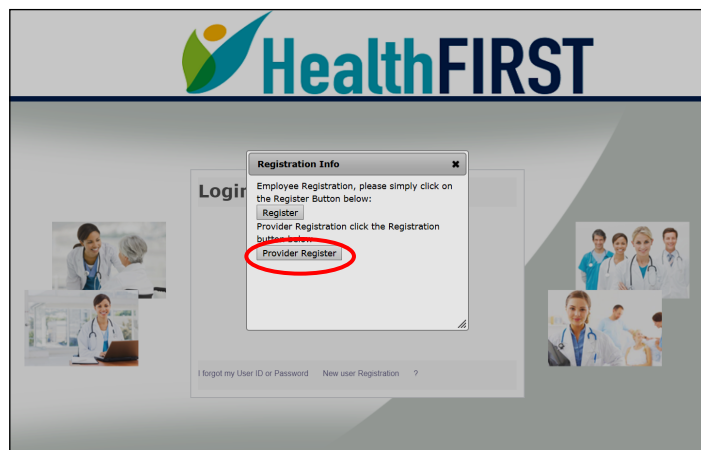
1. Select Providers



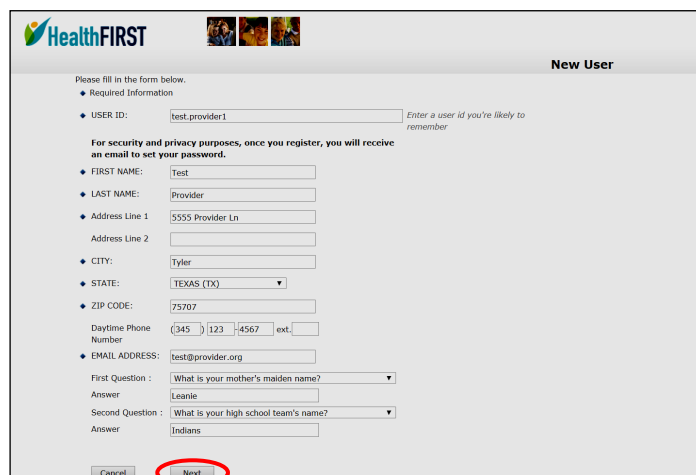
2. Select New user Registration.



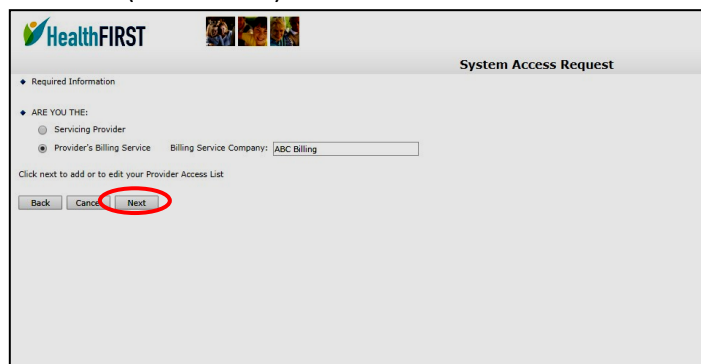
3. Select Provider Register.



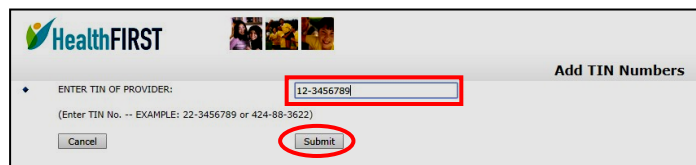
4. Create your User ID and fill in demographic info. Required fields are indicated with a diamond. Select Next.



5. Select either Servicing Provider or Provider's Billing Service (enter name). Select Next.



6. Enter the Tax Identification Number (TIN). Select Submit.



7. Select one or all providers listed in your group. Select **Submit**.

TIN Summary

TIN: 12-3456789

Selected	Seq	Provider Name	Address	City	Alpha Sort
<input checked="" type="checkbox"/>	001	JOHN DOE FNP	7007 STRAIGHTWAY CIRCLE	HAPPY TX 77771	DOEJOHN
<input checked="" type="checkbox"/>	002	JOHN Q DOE FNP	123 RIGHTSIDE DRIVE PO BOX 777	HAPPY TX 77771-7007	DOEJOHN
<input checked="" type="checkbox"/>	003	SIDEWAYS HEALTH CARE CENTER	123 RIGHTSIDE DRIVE PO BOX 777	HAPPY TX 77771-7007	SIDEWAYSHEAL

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Cancel Submit

8. If you need to add more TINs, click on Add TINs and you will go back to step 6. You can also delete a TIN on this screen.

Provider System Access Request - TIN List

TIN	Seq	Name/Contract	Street Address	City, State, ZIP	Alpha Sort	Status
Delete	46-5079745	001*	JOHN DOE FNP	7007 STRAIGHTWAY CIRCLE	HAPPY, TX 77771	DOEJOHN 4 New
Delete	46-5079745	002*	JOHN Q DOE FNP	123 RIGHTSIDE DRIVE PO BOX 777	HAPPY, TX 77771-7007	DOEJOHN 4 New
Delete	46-5079745	003*	SIDEWAYS HEALTH CARE CENTE	123 RIGHTSIDE DRIVE PO BOX 777	HAPPY, TX 77771-7007	SIDEWAYSHE FA New

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Cancel Add TINs Next

9. After you have Added TINs, deleted TINS, or simply viewed TINS, by selecting **Next**, you will be presented with the **Provider Summary**. If you need to Delete a provider or add a provider, select **Back**. Otherwise, click **Submit**.

10. You are done! You will receive your password in 1-2 business days. An email will be sent to the email address you entered on the New User registration page in step 4 (make sure you have entered it correctly). You will need to have your password the next time you login.

Provider Summary

PROFILE:

USER ID: test.provider1
 FIRST NAME: Fina
 LAST NAME: Mark
 ADDRESS: 25211 GROGAN'S HILL RD STE 350 HOUSTON, TX 77280
 EMAIL ADDRESS: domark@hbenefits.com
 PHONE NUMBER:
 PROVIDER TYPE: Provider's Billing Service
 COMPANY NAME: ABC Billing

PROVIDER INFORMATION:

TIN	Seq	Name/Contract	Street Address	City, State ZIP	Status
46-5079745	001	JOHN P ZUBRO FNP	6004 SOUTH BROADWAY #202	TYLER, TX 75703	New
46-5079745	002	JOHN ZUBRO FNP	16623 C FM 2493 PO BOX 425	TYLER, TX 75703-7983	New
46-5079745	003	CROSSWAY FAMILY HEALTH CENTER	16623 C FM 2493 PO BOX 425	TYLER, TX 75703-7983	New

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Back Cancel Submit

Thank You

You will receive your password via email.

Close

After your account has been authorized, you can login and select:

- **Claims Inquiry** - Find claims and Explanation of Benefits (EOB) information here.
- **Coverage Inquiry** – View benefit coverage for members and their covered dependents.
- **Maintain TIN Address List**—Add or delete the list of TINs for your practice(s).