



User Security Setup – ASP

Practice _____

Each person who has permission to access your system must be set up as a iNtelli-Bill™ user. For security (especially HIPAA requirements), iNtelli-Bill limits access by user, and also tracks activities performed by each user. It is very important that your internal procedures are set so individuals are assigned unique IDs. It is also very important that immediately after personnel changes occur, you call your iNtelli-Bill™ account representative to make sure the system is updated to reflect those changes.

*Management must complete one form for each individual who will be allowed access to your system.
Please make copies as needed.*

User Name (Last, First MI) _____

User Position (e.g., receptionist, nurse, billing manager, etc.) _____

Preferred User ID _____ (Must be unique. Frequently the user's first name)

This is a request to ADD [] DELETE [] MODIFY PERMISSIONS [] RESET PASSWORD []

Allowed Functions: iNtelli-Bill allows you to limit functions of the program on a user-by-user basis. Each of the following functions is included in your Billing Service Front office menu.

Please check the appropriate box authorizing this individual to have access to the following function(s).
NOTE: Checking any of the left-most boxes allows users access to all of the functions indented underneath.

- | | |
|--|---|
| <input type="checkbox"/> File Maintenance Menu | <input type="checkbox"/> Follow Up Menu |
| <input type="checkbox"/> Patient Registration / Maintenance | <input type="checkbox"/> End of Month/Year Quick Total |
| <input type="checkbox"/> Modify or Edit Registration | <input type="checkbox"/> Quick Total (snapshot practice financials) |
| <input type="checkbox"/> CPT4 Procedure Code Maintenance | <input type="checkbox"/> End of Month Closeout |
| <input type="checkbox"/> Insurance Company File Maintenance | <input type="checkbox"/> End of Year Closeout |
| <input type="checkbox"/> Add or Modify Companies | <input type="checkbox"/> Special File Utility Menu |
| <input type="checkbox"/> Firm File Maintenance | <input type="checkbox"/> Letter Processing System |
| <input type="checkbox"/> G/L Account Number Maintenance | <input type="checkbox"/> Regular Form Letters |
| <input type="checkbox"/> Day Sheet Menu | <input type="checkbox"/> Automated Collection Letter System |
| <input type="checkbox"/> Transaction and Credit Entry | <input type="checkbox"/> Appointment Scheduling System |
| <input type="checkbox"/> Process Day Sheets (make permanent) | <input type="checkbox"/> Add or Delete Slots |
| <input type="checkbox"/> Billing System Menu | <input type="checkbox"/> APS File Maintenance Menu |
| <input type="checkbox"/> Insurance Claims Processing | <input type="checkbox"/> APS Utilities Menu |
| <input type="checkbox"/> Statements to Patients | <input type="checkbox"/> EPPS credit card processing |

Allowed Access Days and Times: iNtelli-Bill allows you to control which days a particular user can access your system. Specify any days in which access is not allowed (if any). Circle all that apply.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

You can also limit the times a user is authorized to work in the system. Specify the allowed access times.

Limited to using iNtelli-Bill between the hours of _____ and _____

Management Signature _____ Printed Name _____

Position _____ Date _____

For Office Use Only:

Date Entered into System: _____ Entered by: _____

Date User Expired in System: _____ Authorized by: _____