

## PROVIDER WEB PORTAL ACCOUNTS & SECURITY FEATURES

Each user is assigned a separate account. There are four types of accounts:

ACCOUNT TYPE	PERMISSIONS
Account Owner	<p>Able to modify and create Account Manager/User Manager/ Standard User account details, permissions and functions.</p> <p>Account Owner can unlock all other accounts, and can change and re-set passwords for other accounts under the Account Owner.</p> <p>All accounts have one, and only one, Account Owner</p>
Account Manager	Able to modify and create User Manager / Standard User account details, permissions and functions
User Manager	Able to modify and create Standard User details, permissions and functions
Standard User	Access to own account

HS1 will assign the primary, or **Account Owner**, account. The Account Owner creates and assigns any other usernames for additional staff members. **Employees should never share their credentials – each user should have their own username! Account credentials should not be shared amongst staff.**

Account Owner is responsible for terminating staff member accounts as they terminate employment from your practice.

## END USER LICENSE AGREEMENT

After you successfully log in to the provider web portal, an End User License Agreement will appear:

The End User License Agreement (EULA) or Medical Information Disclosure appears each time the user logs in to the provider web portal. This is a required agreement for HIPAA and security purposes. Users cannot access data without this agreement. The User Account information displays, including name, account identification number, and the date/time of last log in. To confirm your acknowledgement and agreement to the EULA, click on the "I Agree" button.

## WEB PAGE LOCATION

The HS1 Provider Web Portal log in page is located at:

<https://asp.healthsystemone.com/hs1providers>

If you have any questions regarding this communication, please contact ATA-FL/HN1's Provider Relations Department at 1-888-550-8800, Option 2.

