Client Portal Access Form - Small Group (2-50)

St Luke's™
+ Health Plan

Definitions

Access	Definitions
Enrollment	View eligibility and order ID cards
Administer Enrollment	The ability to make enrollment changes (adds, terms, reinstate, and updates)
Enrollment Reports	View enrollment reports (members missing social security numbers, dependent children approaching age 26, newborn report)
Invoice	View monthly group invoices and make premium payments online
Census Report	View group census data

Permission

Name	Email address	Enrollment	Administer Enrollment	Enrollment Reports	Invoice	Census Report
		Yes No	Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No	Yes No
		Yes No	Yes No	Yes No	Yes No	Yes No

I acknowledge and understand by authorizing individuals to access the Client Portal, those individuals will be able to view confidential and protected company financial data and member information. This information may include but is not limited to contact information, banking records, and personal identifiers (i.e., Date of Birth, Social Security Number, etc.). Access to the Client Portal should only be granted to individuals with a legitimate business need for this information and should be regularly monitored to ensure appropriate use.

Name

Signature   Date

New groups send completed form with enrollment materials to Sales: **employers@slhealthplan.org**
For permission updates send completed form to **customerservice@slhealthplan.org**

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