

Infinx Prior Authorization Software Provider Enrollment Instructions



Step 1:

Visit www.infinx.com/aurora
Complete, Sign, and Submit your BAA



Step 2:

Forget about
Prior Authorizations!

Please follow these simple steps outlined below to enroll your practice:

- **Submit Your Completed and Signed BAA**

Complete, sign, and submit your BAA to EnrollAurora@infinx.com, or request an electronic BAA by emailing lora.pada@infinx.com. This will authorize Infinx to initiate prior authorizations on your behalf.

- **Create Benefit Manager Credentials for Infinx**

We will create benefit manager credentials on your behalf based upon the information provided in the BAA. We will confirm once your Infinx accounts have been created.



For **Optum/UnitedHealthcare**, we will need you to complete Step 4 of their enrollment process:

Step 1: Create a new Optum/UHC ID if user does not already have an account

Step 2: Verify email

Step 3: Connect TIN

Step 4: An authorized portal Administrator user will need to approve access for all users requesting access to the Optum/UHC portal. An email from [\[noreply@uhc.com\]](mailto:noreply@uhc.com) will be sent to the Optum/UHC portal Administrator for approval.

From: NOREPLY@uhc.com <NOREPLY@uhc.com>
 Sent: Thursday, June 18, 2020 9:59 AM
 To: OPTUM ADMINS EMAIL ADDRESS
 Subject: Action Required - Link Access Request

I

REQUESTORS has requested access to Link. To approve or deny this request, go to UHCprovider.com and click on Link at the top of the page. Then follow these steps:

- NAME
1. Sign in with your Optum ID.
 2. Click on the "Link Security" tile.
 3. Click on "Users" on the left side of the page.
 4. Select the "Pending Users" tab.
 5. Select the user's name.

To **approve** the request, click on "Edit/Approve User" and complete the required fields, then click "Save". To **deny** the request, click on "Deactivate User" then click "Deactivate User" again on the bottom of the next screen.

If you have questions, please call the UnitedHealthcare Connectivity Help Desk at 866-842-3278, option 1. Or, call or email the requestor:

Requestors Name
 Email
 Title
 Phone Number

To learn more about Link, register for a [webinar](#) or visit UHCprovider.com/Link. Thank you.

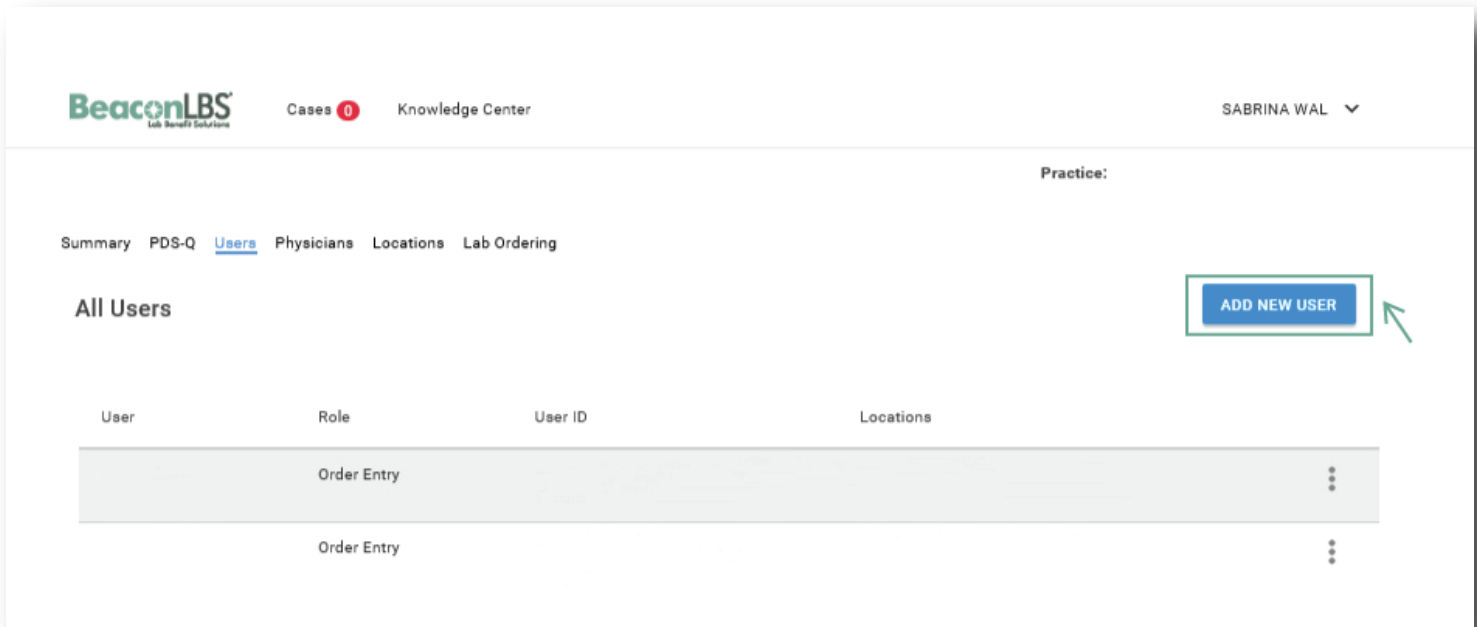


The Administrator for your BeaconLBS web portal will need to create a new user account for Infinx. Please follow the steps below:

Step 1: Log into your BeackonLBS web porta and click on [Practice Setup]:

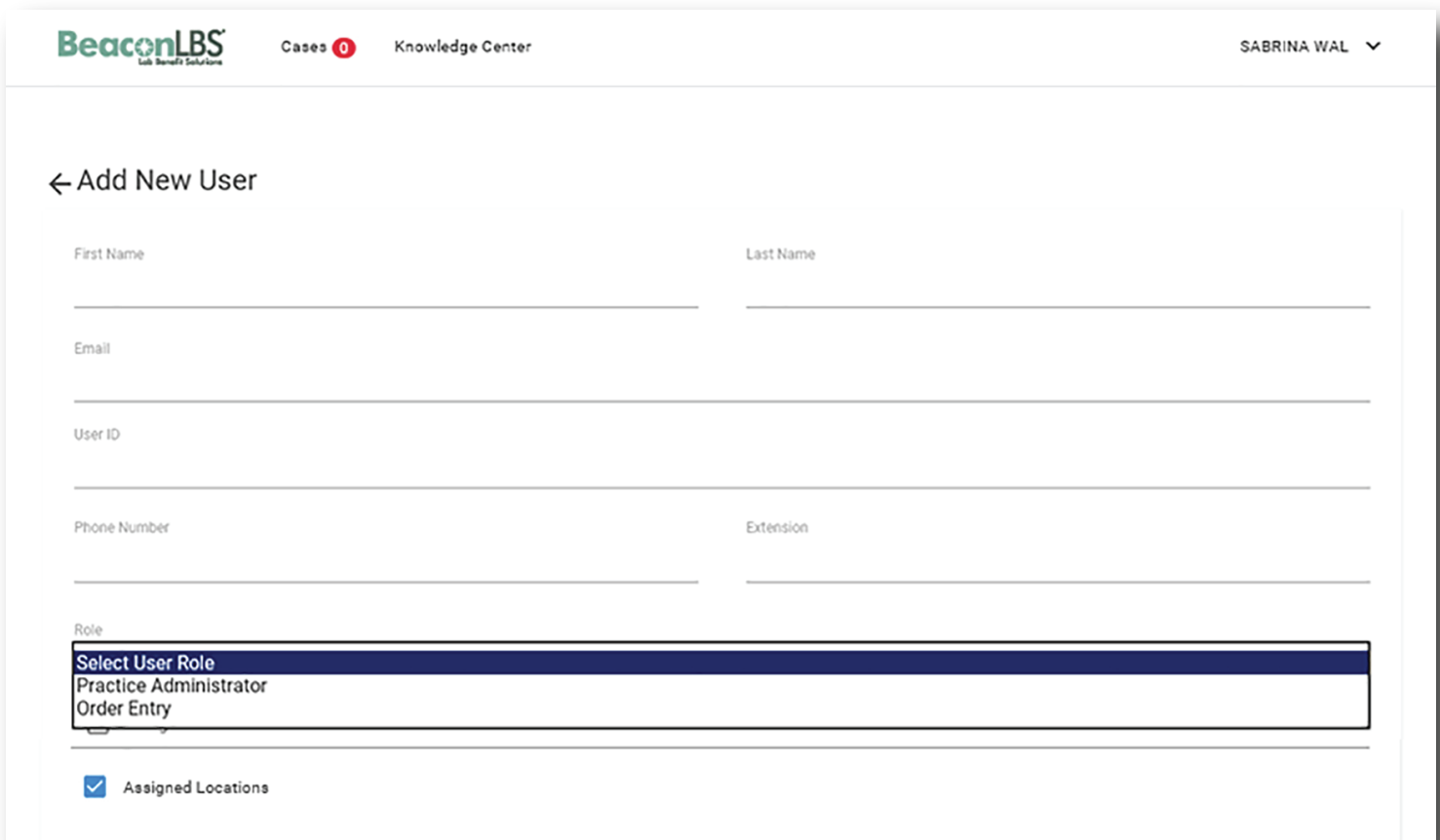
<https://www.beaconlbs.com/lbm-ui/login>

Step 2: Click on the [Add New User] button:



The screenshot shows the BeaconLBS interface. At the top, there's a header with the BeaconLBS logo, 'Cases 0', 'Knowledge Center', and a user profile 'SABRINA WAL'. Below the header, there's a 'Practice:' section with tabs for 'Summary', 'PDS-Q', 'Users' (which is selected), 'Physicians', 'Locations', and 'Lab Ordering'. Under the 'Users' tab, there's a section titled 'All Users'. To the right of this section is a blue button labeled 'ADD NEW USER', which is highlighted with a green rectangular box. A green arrow points to this button. Below the button is a table with columns: 'User', 'Role', 'User ID', and 'Locations'. The table contains two rows, both with the role 'Order Entry'.

Step 3: Complete the required fields in the [Add New User] form below.



The screenshot shows the 'Add New User' form. At the top, there's a header with the BeaconLBS logo, 'Cases 0', 'Knowledge Center', and a user profile 'SABRINA WAL'. Below the header, there's a section titled '← Add New User'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'User ID', 'Phone Number', and 'Extension'. Below these fields is a dropdown menu for 'Role'. The dropdown is open, showing two options: 'Practice Administrator' and 'Order Entry'. At the bottom of the form, there's a checkbox labeled 'Assigned Locations' which is checked.



Step 4: Send the following login credentials created for Infinx to EnrollAurora@infinx.com.

Username:

Password:

Should you have any questions regarding this process, email ProviderEnrollment@infinx.com.

- **Forget about Prior Authorizations!**

Once we have received all the required information from your BAA, your enrollment is complete.

Submit your prior authorizations as instructed directly to Aurora Diagnostics, and no longer worry about your prior authorizations!

Should you have any questions, please contact support@infinx.com



**SONIC HEALTHCARE
USA**
Anatomic Pathology

Our Locations	Arizona Dermatopathology	Consultants in Laboratory Medicine	LMC Pathology Services	Sebring Pathology
	Austin Pathology	Cunningham Pathology	Mark & Kambour Pathology	South Texas Dermatopathology
	Bernhardt Laboratories	CytoPath	Mid-Atlantic Pathology Services	Trinity Pathology Associates
	Biopsy Diagnostics	DermDX® New England	Pacific Pathology	Twin Cities Dermatopathology
	Brazos Valley Pathology	Global Pathology	Pathology Associates of Princeton	University Pathologists
	Cascade Pathology Services	GPA Laboratories	Pathology Solutions	West Georgia Pathology
	CBM Pathology	Hallmark Pathology	Pinkus Dermatopathology Laboratory	Western Pathology
	Cleveland Skin Pathology	Laboratory of Dermatopathology	Seacoast Pathology	