

# Infinx Prior Authorization Software Provider Enrollment Instructions

**Step 1:**

Visit [www.infinx.com/CBLPath](http://www.infinx.com/CBLPath)  
to complete your BAA and  
Provider Enrollment form

**Step 2:**

Forget about  
Prior Authorizations!

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

- **Complete your BAA and Provider Enrollment Form**

Visit [www.infinx.com/CBLPath](http://www.infinx.com/CBLPath) to electronically complete your BAA and Provider Enrollment form. 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 your Provider Enrollment form, and we will confirm once the 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](https://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](https://UHCprovider.com/Link). Thank you.

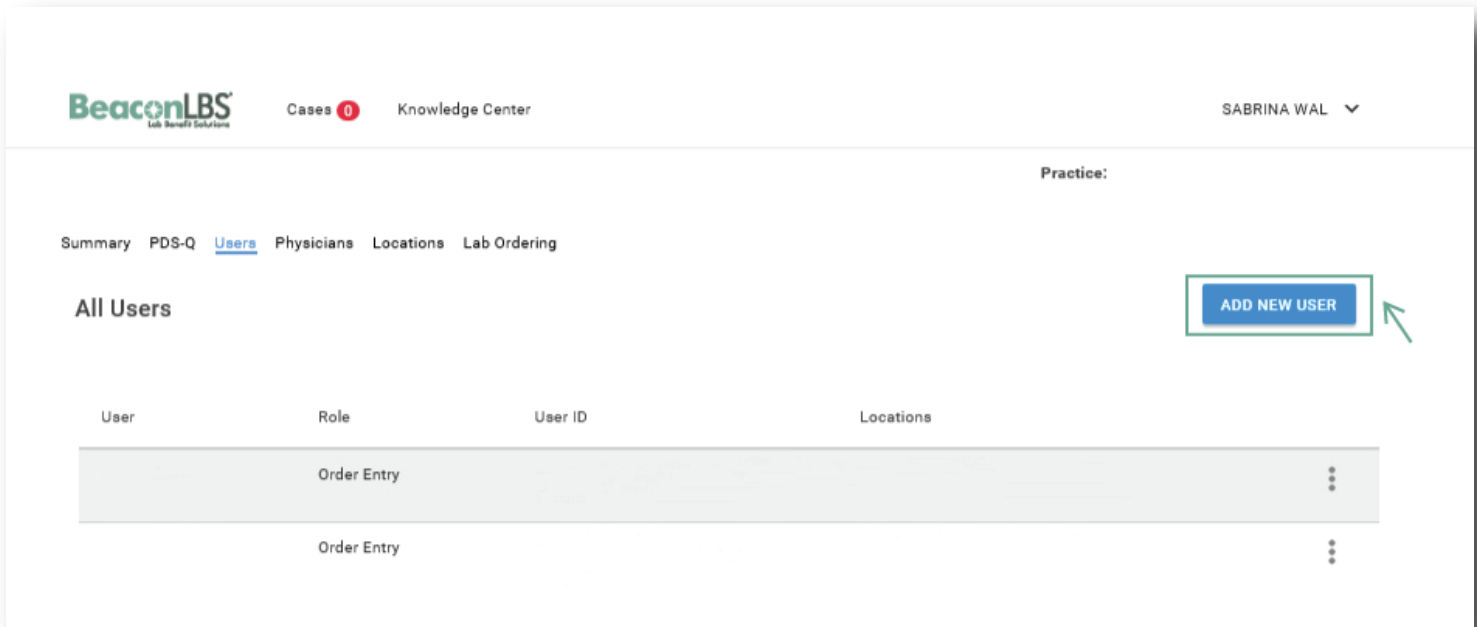


The Administrator for your BeaconLBS web portal will need to create a new user account for Infinx. Please follow the steps below:

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

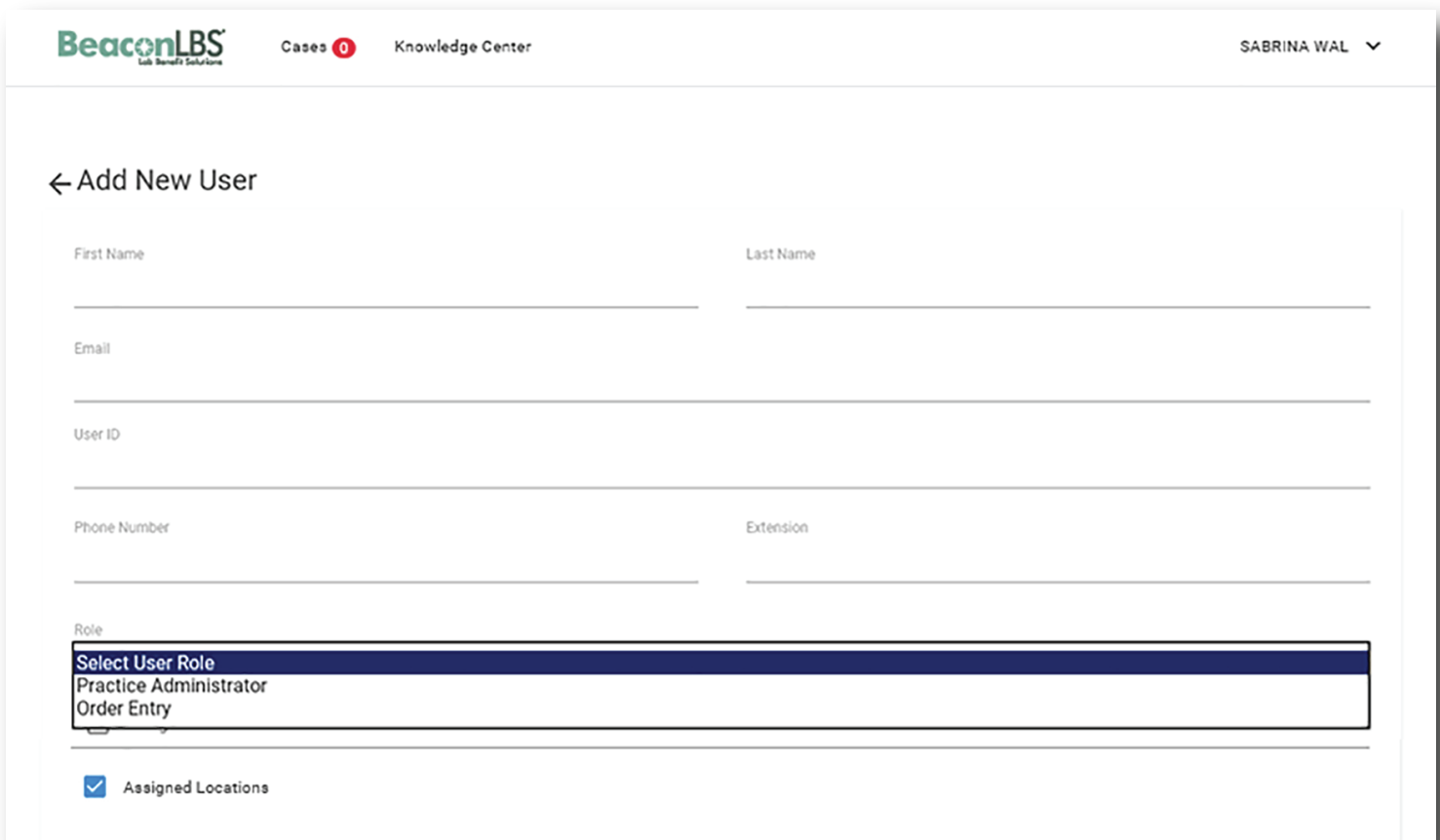
<https://www.beaconlbs.com/lbm-ui/login>

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. A navigation bar includes 'Summary', 'PDS-Q', 'Users' (which is underlined), 'Physicians', 'Locations', and 'Lab Ordering'. The main heading is 'All Users'. On the right side, there 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, there is a table with columns: 'User', 'Role', 'User ID', and 'Locations'. The table contains two rows, both with the role 'Order Entry'. Each row has a three-dot menu icon on the right.

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 back arrow and the heading 'Add New User'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'User ID', 'Phone Number', and 'Extension'. Below these is a 'Role' dropdown menu which is open, showing 'Select User Role', 'Practice Administrator', and 'Order Entry'. At the bottom, there is a checkbox labeled 'Assigned Locations' which is checked.



Step 4: Send the following login credentials created for Infinx to [ProviderEnrollment@infinx.com](mailto:ProviderEnrollment@infinx.com).

Username:

Password:

**Should you have any questions regarding this process, email [ProviderEnrollment@infinx.com](mailto:ProviderEnrollment@infinx.com).**

- **Forget about Prior Authorizations!**

Once we have received your completed BAA and Provider Enrollment form, your enrollment will be complete.

A copy of your Provider Enrollment form will be emailed to the person who completed the form online.

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

**Should you have any questions, please contact**  
**[ProviderEnrollment@infinx.com](mailto:ProviderEnrollment@infinx.com).**

