

Infinx Prior Authorization Software Provider Enrollment Instructions



- Step 1:**
Visit www.infinx.com/CBPath
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/CBPath 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 will be sent to the Optum/UHC portal Administrator for approval.

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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 BeaconLBS web portal and click on [Practice Setup]:

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

A screenshot of the BeaconLBS web portal. At the top, there is a navigation bar with the BeaconLBS logo, a 'Cases 0' link, and a 'Knowledge Center' link. On the right side of the header, there is a dropdown menu for 'SABRINA WAL' with options for 'Practice Setup' and 'Sign Out'. The main content area is titled 'Member' and contains fields for 'Subscriber Number' and 'Member Search'. Below this, there is a section for 'Ordering Physician', 'Diagnosis Codes', and 'Tests & Panels'. A cursor arrow is pointing towards the 'Practice Setup' button in the dropdown menu.

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

The screenshot shows the BeaconLBS software interface. At the top, there is a navigation bar with links for 'Cases (0)', 'Knowledge Center', and a user dropdown 'SABRINA WAL'. Below the navigation bar, there is a section titled 'Practice:' with links for 'Summary', 'PDS-Q', 'Users' (which is underlined), 'Physicians', 'Locations', and 'Lab Ordering'. The main content area is titled 'All Users' and displays a table with two rows. The columns are 'User', 'Role', 'User ID', and 'Locations'. The first row has a 'User ID' of 'Order Entry' and three vertical ellipsis buttons ('...'). The second row also has a 'User ID' of 'Order Entry' and three vertical ellipsis buttons ('...'). In the bottom right corner of the 'All Users' section, there is a blue button labeled 'ADD NEW USER' with a green arrow pointing towards it.

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 is a navigation bar with links for 'Cases (0)', 'Knowledge Center', and a user dropdown 'SABRINA WAL'. Below the navigation bar, the title '← Add New User' is displayed. The form contains several input fields: 'First Name' (text input), 'Last Name' (text input), 'Email' (text input), 'User ID' (text input), 'Phone Number' (text input), 'Extension' (text input), and a 'Role' dropdown menu. The 'Role' dropdown menu is currently open, showing three options: 'Select User Role', 'Practice Administrator', and 'Order Entry'. A red box highlights the 'Role' dropdown, and a red arrow points to it from the left. At the bottom of the form, there is a checkbox labeled 'Assigned Locations' with a checked mark.

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

Username:

Password:

Should you have any questions regarding this process, email 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.**

