



Before starting the HealthPartners Provider portal registration process, please note:

- Your organization needs to be registered one time.
- There are two registration paths: one if you are a provider and one if you are a billing organization.

Providers:

- Instant registration can be completed today with:
 - your tax id
 - a HealthPartners issued check #
 - NPI or vendor # (listed on the check)
- No check #, no problem. You can register using the US Mail option to receive a PIN.

Billing organizations/third party:

- No need for multiple logins under all your provider's accounts. Access all of your business under your corporation's account.
- Have your organization's Tax id ready and contact information for each provider group you need to access.
- The first person to register is assigned delegate status to create and maintain accounts for other staff.
- Delegates can also create additional delegate accounts if required.

Click desired path below to get steps for registering:

- **PROVIDER REGISTRATION**
Includes medical, dental, behavioral health, elderly waiver services, interpreters, hospitals, nursing homes, personal care attendants, billing departments within large care systems and more – as long as you work for the company that provides the services.
- **BILLING ORGANIZATION/THIRD PARTY REGISTRATION**
If you are contracted to provide services on behalf of a provider, you will register as a billing organization. All provider Tax ID/NPI access can be under your organization.

PROVIDER REGISTRATION:

1. Go to www.healthpartners.com/provider
2. Click “Register your facility” link, “Register here” link, or “Register your facility” button.
3. Select “I work for a health care provider.”

4. Choose one a path (Tax ID/NPI, Tax ID/Vendor# or US Mail) and complete required fields.
5. Select your provider name and continue.
HINT: The address displayed is a guide to select the correct provider (if more than one is available). An outdated address will not impact your registration or claims. If you do not recognize the provider information presented, you have the option to select “My provider is not listed”. This will redirect you to a form that routes to Provider e-Services, and someone will contact you to assist.
6. Complete contact information (your name, not the doctor or facility name) and continue.
7. Create your account information and continue.
HINT: Individuals cannot share accounts. You will have the ability to create other staff accounts once your registration is completed and you are given delegate status.
8. Your registration confirmation will display; click log on to enter your username and password.
9. Accept Provider Portal Terms of Use, and accept Delegate/Site Administrator Terms of Use.
10. **Congratulations!** You are ready to begin navigating and accessing HealthPartners secure provider site.
(If you chose the US Mail registration path, you will wait for a PIN code to arrive in the mail.)

HINT: If you are looking for check detail or EOB information, use the default “Remittance Inquiry” application.



BILLING ORGANIZATION/THIRD PARTY REGISTRATIONS

1. Go to www.healthpartners.com/provider
2. Click “Register your facility” link, “Register here” link, or “Register your facility” button.
3. Select “I work for a billing organization.”

A screenshot of the "Self Registration" page. The page has a purple header with the text "Self Registration". Below the header, there is a section titled "Please tell us who you are:". This section is divided into two columns. The left column is titled "Health Care Provider" and describes individuals and organizations who provide health care services. It includes a sub-section "Who might use this option:" listing physician offices, hospitals, care system's central billing office, dental, pharmacy, and other ancillary providers. Below this is a button labeled "I work for a health care provider". The right column is titled "Billing Organization" and describes agencies that handle administrative, billing, or claims on behalf of health care providers. It includes a sub-section "Who might use this option:" listing billing agencies, medical billing services, third party administrators (TPA), and management service organizations (MSO). Below this is a button labeled "I work for a billing organization", which is highlighted with a red arrow. At the bottom of the page, there is a link: "Need to add facilities to your account? Contact your [delegate](#)."

4. Enter your organization’s full name, Tax ID and click continue.
5. Enter your contact information (your name, phone and email) to create an account.
6. Your registration confirmation will display; click **Sign in** to enter your username and password.
7. Accept Provider Portal Terms of Use, and Delegate/Site Administrator Terms of Use.
8. Add the provider group (your clients) you wish to request access for by entering the client’s Tax ID and a HealthPartners issued check.
9. Select the provider group/client and continue.
10. Enter the **provider’s/clients contact information** (not your billing service/third party information). An email will be sent to the provider group/client contact to authorize your access in one simple step.
 - Email requests are sent to the provider/client contact immediately.
 - *For quicker response, you can ask your client contact to watch for the request.*
 - ❖ Once the provider/client responds to the request, you will have immediate access.
11. **Congratulations!** You are ready to begin accessing your client’s data on HealthPartners secure provider site