

Cclick Provider Portal Access Agreement - 3rd Party Biller

Because you are a 3rd Party Biller, there is the paperwork attached that all needs to be filled out with **all the forms listed under your 3rd Party Biller Company name.**

Please read and follow each part of the instructions below or your request will be delayed until we receive the corrected documents.

1. The Agreement – The very first line must be dated, your 3rd party company name must be listed along with your address.

Important Agreement Instructions: There must also be an Agreement with the company you are billing for. If there isn't one, please make sure that one gets submitted by "billed for" company as well. Access cannot be granted to the 3rd party biller until that is obtained by CCHP.

2. Then at the end of the agreement where it says "Outside Entity", the 2nd line, **must be signed and dated.**
3. After the Agreement is the Attachment A form. At the top, the 3rd Party Biller Company name, the company's NPI number, the **company's Tax ID number, the NPI number** or numbers are required and the 3rd party Biller Company information along with any and all user names with their information.
4. It is required to **sign and date the form** at the bottom.
5. The HIPPA form also needs to be Signed and Dated.
6. **VERY IMPORTANT** - We also need a letter filled out from the company you are trying to getting access to for the Cclick Provider Portal on their behalf. We have attached just a sample letter to get an idea of what it should look like.

The company you are billing for needs to say on that letter that they are authorizing you, the 3rd Party Biller company, have access to set up on the Cclick Provider Portal to use it on their behalf, then have it signed and dated.

7. Please double check these are all completely fill out correctly with your 3rd Party Company name on all pages.
8. **Please make sure all documents are signed and dated** so you can then email them back to us and we can process your request(s).

9. **It takes 4 weeks to process all requests.**

We cannot not place rush requests or Urgent requests.

If you have any questions, please email this email and we will get back to you.

If you or any employee ever has issues with their log in or password, they would contact the Help Desk at Ph# 925-957-7272.

Thank you,