

How to complete the user attestation to access care gaps for your patients in NaviNet® Guide May 2018





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How to Complete the User Attestation to Access Care Gaps for Your Patients in NaviNet

If you are having trouble accessing Care Gaps for your patients, make sure you have completed the mandatory User Attestations. This important step confirms that you are authorized to access the applicable Protected Health Information.

You must complete the mandatory User Attestation for both the **Billing Entities** and **Clinicians** associated with your practice to see Care Gaps for corresponding patients. **Note: NaviNet will display Patient Clinical Documents only for those Billing Entities and Clinicians that you have attested to be authorized to access.**

You can complete this process by using the **My Organization** feature, accessed from the Welcome menu in NaviNet.

1. Once you are logged in to NaviNet, click the dropdown arrow to the right of your name in the upper right corner of the page. Click **My Organization.**



2. Click on **Billing Entities**, and check **Select All**; or select entities individually by Tax ID number and check the appropriate boxes. Then click **Save Changes**.

Workflows 🗸		
My Organization		
My Organization		
Billing Entities	Select Billing Entities You Support Showing 14 Why don't I see my billing entit	;y?
Clinicians	Select All Q Search	
Supporting Staff	🔽 👻 Tax II:	^
	PROVIDER NAME, MD Billable N1:	
	🗹 💌 Tax ID:	
	PROVIDER NAME, MD Billable Nº1:	
	🗹 💌 Tax IU:	
	Hospital NAME	~
	By clicking Save Changes, you are attesting that you are authorized to access the Protected Health Information in the patients of the entities that you have selected. You acknowledge that you are responsible for updating this attestand that you are responsible for complying with the rearrs of the NaviNet. Use Agreement, all applicable law and regulations, and the policies and procedures of your organization.	ou
	View Whom Other Staff Support Cana Save Change	s

3. Click on **Clinicians**, and check **Select All**; or select clinicians individually and check the appropriate boxes. Then click **Save Changes**.

Workflows 🗸		
My Organization		
My Organization		
Billing Entities	Select Clinicians You Support showing 135 Why don't I see my dinician	?
Clinicians	Select All Q Search	
Supporting Staff	PROVIDER NAME, MD	^
	PROVIDER NAME, MD	
	PROVIDER NAME, MD	
	PROVIDER NAME, MD	
	PFDVIDER NAME, MD	~
	By clicking Save Changes, you are attesting that you are authorized to access the Protected Health Information for the patients of the entities that you have selected. You acknowledge that you are responsible for updating this attestation as necessary to accurately reflect the personal health information that you are authorized to access. Yo understand that you are responsible for complying with the terms of the NaviNet Use Agreement, all applicable law and regulations, and the policies and procedures of your organization.	u
	View Whom Other Staff Support Cance Save Changes	\triangleright

4. Once you have attested and saved changes, you can click **Patient Clinical Documents** under **Workflows** to access the Care Gaps you need to resolve.



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