

TRANSCRIPT SUDMD/SUDTP Affiliation application

Hi is Sandy Jones again. Welcome to another training video!!

In this video tutorial, I will complete my 2 affiliation applications for Dr. Jones and Dr. Davila, Applications I added as part of my DMC application for Summit Drug Clinic.

See the summary below with the most important points that will be covered in this training video.

Let's get started.

I logged in to PAVE Portal and locate the affiliation application from my application list.

I selected the pencil icon from this application and begin to complete it

I will first review the Clinic Information to make sure all is correct

Profile information will display important information about the clinic's NPI, Legal Name and Application ID, since this affiliation application was created from an Application for Summit Drug Clinic.

The next social form is the Service Address. The service address is the same service address disclosed in your DMC Application for Summit Drug Clinic.

Review the information and select Continue

Now let's complete Dr. Jones information. I selected the Profile Information social form under **SUDMD/SUDTP Info** and complete the Personal Information, Residential Address and Identification for doctor Jones.

I completed the rest of the social forms for Dr. Jones and now I need Dr. Jones to e-sign the affiliation application.

Remember that an **SUDMD/SUDTP Full application** needs to be sign by the professional. I opened the E-signature form and see the signature restriction.

I will send this application to Dr. Jones. I selected the Send to Professional link displayed in this warning message or the Send to Professional button located at the top of the application summary.

The send to SUDMD/SUDTP window opens and you need to enter the email address Dr. Jones will use to register with PAVE Portal.

I entered doctor Jones' email and select Continue. Your email invitation has been sent.

Medical Directors and Treatment professionals need to have their **own "Individual" Business Profile** that will **be associated with their NPI**. This is a very important step so please pay special attention how to complete this process.

Since doctor Jones is not a PAVE Portal user, the system will send an **email invitation** for doctor Jones to register in PAVE Portal.

Let's review how doctor Jones will be able to successfully complete his sign up and create his **Individual Business profile** so doctor Jones can complete the signature process.

From the email invitation, select the link provided.

Complete the sign-up page including establishing a password. This password is the one Dr. Jones will use when he logs into PAVE Portal.

Now select a few password recovery questions in case you forgot the password. Then select the Sign-up button.

The next screen presented is to set up doctor Jones' individual business profile. In here enter doctor Jones' NPI.

Now select the Create Business Profile Button.

Now you should be able to see the Affiliation message sent by DMC Clinic that request you to affiliate with Summit Drug Clinic. Select Accept Affiliation to accept the affiliation application.

Now doctor Jones should be able to see the SUDMD/SUDTP Full application and be able to sign this application.

Dr. Jones must read the Provider agreement to be able to select the declarations. Click on the provider agreement link.

After selecting the declarations, select Continue.

The next page is the E-Signature. In here Dr. Jones must enter the last 4 digits of his social security number, his year of birth and his password used to login in PAVE Portal.

Once all is completed, select Continue.

The signature form is completed. Doctor Jones can submit the application now if he wants to or notify Sandy that the application is ready to be submitted.

When Sandy logs in into the Summit Drug Clinic Business Profile, she can see that the application is ready to be submitted.

Great!!! The application for Dr. Jones is completed. Now I am going to start the application for Dr. Davila. He is an enrolled Treatment Professional Physician. So, **his application is a simplified application**. Remember, a simplified application only requires the signature for the DMC Clinic.

Since this application requires that an authorized signatory for the DMC Clinic e-signs, I will contact Robert and ask him if he can complete the signature.

To send Robert a message, I select the Home tab to access your messages inbox/outbox.

Now select New message. The new message window is displayed.

Enter the name of the person you want to send the message to. I will enter Robert. As I type, I can see Robert Graber's email being display to me.

I completed my message and select Send. The message was sent, I can verify on the Sent Message box

Robert will receive a message in his personal email notifying him that he has a message in PAVE Portal.

When Robert selects the link provided and logs in PAVE Portal, he will be able to see the message from Sandy.

Robert locates Dr. Davila application and selects the view icon. Now he selects the Signature form under Clinic Info. He can see the declarations and selects and proceeds to e-signs the application.

After reading the provider agreement, he completes the declaration and continues to the E-Signature page.

On the E-signature page, he completes his electronic signature by entering the last 4 digits of his social security number, his year of birth and his password to log in PAVE Portal.

Now the Application for doctor Davila is completed and ready to be submitted.

Thank you for watching another one of our training videos!!!