HEALTHPLEX
DENTAL BENEFIT EXPERTS™

BENEFITS TO ON-LINE ADMINISTRATION

- Reduce your paperwork
- Reduce time on the telephone
- Maximize your productivity
- Verify member eligibility

- Check claims status, referrals and predeterminations
- Review member benefit information
- Submit encounter forms
- Health Exchange - Member Deductible/Copay Info

- Capitation Statements
- Member Rosters
- View PPO Fee Schedules
- Access Healthplex forms

REGISTRATION

- Your Log-In (User) Name will be directly associated with your tax identification number or social security number.
- An Alternate User Name will only be used if the Primary User Name is already taken.
- The Log-In Name is not case sensitive.
- Healthplex will process your selected Log-In (User) Name once all the information below is completed and returned to Healthplex.
- Please return this completed form to our Internet Support Department Via email at websupport@healthplex.com, or fax to 888 468 2184.
- Healthplex will notify you when access to the website is granted.

GENERAL INFORMATION

Doctor/Practice Name

Authorized Contact Person

Phone #   Extension

Email Address   Date Submitted

SPECIFY LOG-IN INFORMATION

LOG-IN (USER) NAME

ALTERNATE USER NAME

Please use 4-9 characters, letters and numbers only.

☐ TAX ID OR ☐ SOCIAL SECURITY NUMBER

PASSWORD

Password must be 8 or more characters and contain 3 of the following character types: lowercase, uppercase, number, special character.

ACCESS LEVELS* (please check one option only)

☐ All Reports (incudes Capitation Statements).   ☐ Financial and HEDIS Reports only.   ☐ No Report Access.

☐ Financial Reports only (Direct Deposit and Check Report).   ☐ Member Rosters and HEDIS Reports only.   ☐ HEDIS Reports only.

*The Administrator/Authorized Personnel/Employer/Owner is the only person who can authorize access levels and the addition/termination of log-ins and passwords.

FURTHER ASSISTANCE

If you have any questions regarding website use, please contact our Internet Support Department at 888 468 5171, or email us at websupport@healthplex.com.