AmeriHealth Caritas™
New Hampshire

To:　　　　AmeriHealth Caritas New Hampshire Providers

Date:　　　October 22, 2021

Subject:　　NaviNet User Access Rollup

> **Summary:** AmeriHealth Caritas New Hampshire providers are now able to access all practice locations under a specific Tax ID Number (TIN) once registered for NaviNet.

AmeriHealth Caritas New Hampshire is committed to making doing business with us easier by minimizing administrative burdens for our providers.

In keeping with that, we are pleased to announce that now, when you register for NaviNet, you will automatically have access to all of the group/practice locations that fall under one TIN. Previously, if you needed access to more than one location/provider entity for which you were responsible, such as running a report, you would contact your designated Security Officer to request access. Now all registered users will have access to all of the providers under a specific TIN, without the need for any additional steps. All the information per TIN can "RollUp" into one report.

To create a RollUp report in NaviNet:
1. Under Workflows for this Plan on Plan Central, select Report Inquiry.
2. Select either Administrative Reports or Clinical Reports.
3. Select the specific report you would like to run.
4. Select ANY of the Group Name – PIN options available in the "Choose a Provider Group" drop down menu.
5. Click Search.

Current NaviNet users' accounts have automatically been upgraded to this level of access.

Questions:
Thank you for your participation in our network and your continued commitment to the care of our members. If you have questions about this communication, please contact your Provider Account Executive or the Provider Services department at **1-888-599-1479**.