

eContracting

Electronic Contracting (eContracting) allows physicians, dentists, other health care and dental professionals and facilities to receive notification of provider agreements, amendments and addendums via email.

After signing up, you may access your agreement documents in a secure, Health Insurance Portability and Accountability Act (HIPAA)-compliant online environment.

Sign up by visiting our *Provider Web Site*, **www.asuris.com/provider**:

1. Login to the Provider Center.
 - If you do not have a Provider Center account, please register via the Provider Center page on our website.
2. Click the link to the Reference Library.
3. Scroll down to the Contracting and Credentialing section.
4. Click the link to 'Sign up for eContracting'.

Benefits of eContracting

- Impact on the environment is limited by reducing paper usage.
- Documents may be accessed or downloaded for future reference.
- Access your agreement documents in a secure, online environment.
- Asuris Northwest Health is able to deliver and process agreement documents more quickly.

eContracting process

When your provider agreement, amendment or addendum is available for review or eSignature, Asuris will send an email to the authorized individual.

Note: To avoid filtering by anti-spam software, please add asuris.com to your email address book. The email will identify who the agreement, amendment or addendum is for.

Accessing documents that require a signature

1. Login to the Provider Center.
2. Click on the eContracting Center link.
3. Copy and paste the eContracting Center (ECC) code from your email into the 'ECC Code' field.
4. Click 'Login'.
5. Click the 'Review Document' link. The document will open in a new window.
6. If you agree with the terms of the agreement, click 'Continue' in the green 'Accept Terms' box.
7. If the terms are not acceptable, click 'Continue' in the red 'Reject Terms' box.
Note: You may save your agreement by choosing File > Save As.
8. If you are ready to accept the terms of the agreement, enter your:
 - Name
 - Title
 - Contract Control Code
9. Click 'Accept'

A confirmation message will display after the agreement has been electronically signed.

You will receive a new email when Asuris has countersigned the agreement. The email will contain a direct link to the eContracting Center. Use the link to access and download a copy of the final agreement and the eSignature receipt document.

Accessing documents that do not require a signature

- You will be notified by email that agreement documents are available.
- The email will include a link to the documents.
- You may view the documents online or download them to review and save for future reference.

Learn more

Additional information, including an online demonstration and answers to frequently asked questions, is available on our *Provider Web Site* in the Contracts/Credentialing section, under eContracting.