

Provider Enrollment and Portal Set-Up Instructions

To start using CMT's prior authorization rapid-technology solution, you must first follow the steps outlined in this document to both enroll your practice and get set up in the CMT portal.

We've provided detailed information to make this process easy to do, but if you need assistance at any point, you can contact CMT in a variety of ways, including:

- **Phone:** 800-978-3305
- **Live Chat:** You can have a live conversation by texting with a CMT representative
- **Email:** info@cmtsolutions.com
- **Appointment:** You can schedule an appointment for a CMT representative to call you at the day and time of your choosing

Step 1

Go to **Provider Enrollment** at cmtsolutions.com/provider-enrollment and fill out the "Enroll Your Practice" form

Step 1: Contact Information Step 2: Service Credentials Final Steps

Contact Information

Practice Name*

Provider Specialty

Best Point of Contact*

Phone Number*

Step 2

Once you have completed the enrollment form, you will see the screen here, which confirms your form submission.

This screen also lets you know that you will receive an email from DocuSign to review and sign the CMT Solutions BAA. (You have the option to use your own BAA if you prefer.)

Next Steps

Sign Our BAA

Next, you will need to sign a Business Associate Agreement (BAA). There are two ways to do this:

Signing the CMT BAA (preferred): You should automatically receive an email sent from DocuSign with the CMT BAA to sign and submit. Once submitted through DocuSign you will have completed the enrollment process!

Submitting your own BAA: If you prefer to submit your own BAA, you will be able to do so through a link in the enrollment confirmation email. That link will take you to a page for uploading your BAA. Once uploaded, you will receive a Referral Certification and Authorization form from DocuSign to sign and submit. Once that document has been signed and submitted, you will have completed the enrollment process!

What is a BAA?

A Business Associates Agreement (BAA) is a document which satisfies HIPPA regulatory requirements. To complete a Prior Authorization on your behalf, Personal Health Information (PHI) is exchanged. By signing the BAA, your provider's office and CMT Solutions are safeguarded from risk.

After receiving the BAA by email, DocuSign allows your office to electronically sign the BAA. Next, you will need to review and sign a certificate that states CMT Solutions only acts as an "administrative agent" and does not make clinical decisions.

What you can do if you prefer to use your own BAA

If you prefer to use your own BAA, you will be able to do so through a link in the enrollment confirmation email you receive. That link will direct you to a page that is specific to your account.

You will then have one more step to take: You will receive another email generated by DocuSign that has a Referral Certification and Authorization document to sign and submit.

This document authorizes CMT to perform administrative duties for Prior Authorizations, Referral Certifications and Notifications.

Step 3

One-Time Verification of Your Accounts with AIM and Beacon

To use the CMT portal you must first have accounts created in each of the above portals.

Additional note: For practices that already have these accounts set up as well as those that will be setting up one or more at this time, be sure to have your account information available for all three portals (AIM and Beacon) so that you can easily share them with a CMT representative.

This is the information you'll need at hand:

- Login username, password and security questions for each account
- Practice NPI number, tax ID and other practice information for your Beacon account

Once all of your accounts have been set up, a CMT representative will be prompted to call you to verify your credentials for each.

1. AIM Account

If you have an existing AIM account, make sure you can log in to it.

If you do not have an AIM account you will need to create one at providerportal.com

The screenshot shows the 'User Login' interface for AIM Specialty Health's ProviderPortal. It includes input fields for 'USERNAME' and 'PASSWORD', a 'Remember Me' checkbox, and a green 'Login' button. A blue box highlights the 'Don't have an account?' link and the 'Register' button, with a blue arrow pointing to it from the right. At the bottom, there is a link for 'Can't access your account?' and footer text including 'Version 1.2.0-s0000196' and 'System Requirements'.

Contact Web Customer Service

AIM Specialty Health
(800) 252-2021

1. User Details

FIRST NAME	LAST NAME	USER ROLE ⓘ <i>Select</i> ▼
<input type="text"/>	<input type="text"/>	
ORGANIZATION NAME <input type="text"/>		
ADDRESS 1 <input type="text"/>		
ADDRESS 2 <i>(optional)</i> <input type="text"/>		
CITY	STATE <i>Select</i> ▼	ZIP CODE <input type="text"/>
EMAIL ADDRESS <input type="text"/>		
PHONE	EXT <i>(optional)</i>	FAX
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Login Information

USERNAME ⓘ

PASSWORD ⓘ

- ✓ Between 8 and 15 characters long
- ✓ At least one uppercase letter

CONFIRM PASSWORD ⓘ

- ✓ At least one lowercase letter
- ✓ At least one number (0-9)
- ✓ Cannot contain spaces, single quotes, or double quotes
- ✓ Cannot be the same as Username

SECURITY QUESTION 1 ⓘ
Select ▼

ANSWER

SECURITY QUESTION 2 ⓘ
Select ▼

ANSWER

SECURITY QUESTION 3 ⓘ
Select ▼

ANSWER

SECURITY QUESTION 4 ⓘ
Select ▼

ANSWER

SECURITY QUESTION 5 ⓘ
Select ▼

ANSWER

3. Health Plan Details

Please select a User Role first

4. Terms of Service

I Agree to the Terms of Service

2. Beacon Account

If you have an existing Beacon account, make sure you can log in to it.

If you do not have a Beacon account you will need to create one at beaconlbs.com/lbs-web/lbs/authentication/public/mglogin and click on **Sign Up** to do so. You will need to enter your practice NPI number, tax ID and other practice information.



UnitedHealthcare's Genetic and Molecular Lab
Testing Notification/Prior Authorization Program

[Can't access your account?](#)

PHYSICIAN LOGIN

OR

SIGN UP

This system is for authorized users only.

[How to create a Notification/Prior Authorization](#)



You have now completed all of your CMT enrollment set-up steps! Next, a CMT representative will call you to verify your credentials for all three of your accounts. Then you can begin using our PA rapid-submission solution.