



Affinity Provider Portal Training Manual

Affinity Provider Portal

Provider Profile

The provider profile enables providers to view their profile and security details of their registration. The provider details displays what the provider is participating in and contracted for the location specified. The security profile section provides the details of the registration and enables the provider to make changes at any time.

Provider Details Section

The provider details section displays the following information:

- | | |
|-------------------------|----------------------------|
| 1. Provider First Name | 14. City |
| 2. Provider Last Name | 15. County |
| 3. Title | 16. State |
| 4. Suffix | 17. Zip |
| 5. Provider Type | 18. Office Phone |
| 6. Provider Specialty | 19. Other Phone |
| 7. Affinity Provider ID | 20. Fax |
| 8. Tax ID | 21. Accepting New Patients |
| 9. NPI | 22. Wheelchair Accessible |
| 10. Group Affiliations | 23. Age Restrictions |
| 11. Gender | 24. Gender Restrictions |
| 12. Date of Birth | 25. Language Spoken |
| 13. Street Address | |

Note: For changes to the provider details, the provider will need to contact Provider Relations.

Security Profile Section

The security profile section will display the following information:

1. Username
2. Current Email
3. Password
4. Security Questions
5. Change Username
6. Change Current Email
7. Change Password
8. Change Security Question

The provider will be able to edit the following items within the security profile section:

1. Change Username
2. Change Current Email
3. Change Password
4. Change Security Question

Note: Only providers and office managers have the ability to modify the provider's profile. Changes will be saved and take affect once the user clicks on "Save Changes," logs out and logs back in.

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Provider Details + Logged in as: **John Smith** [Logout](#)

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Welcome **Provider Profile** [Population Health Analytic Dashboard](#)

Provider Profile

View your Profile information or update your user profile

Provider Details -

First Name John	Last Name Smith
Title Physician	Suffix MD
Provider Type PCP - Internal Medicine (MD)	Provider Specialty Internal Medicine
Affinity Provider ID 1234756578	Tax ID 11-3348737
NPI 4567382229	Group Affiliations 201424800070
Gender Male	Date of Birth 01/01/1970
Address 123 Front Street	City Flushing
State NY	County Nassau
Zip 10001	Office Phone 718-555-1212
Other Phone 718-555-3434	Fax 718-555-5656
Accepting New Patients Yes	Wheelchair Accessible Yes
Age Restrictions No Restrictions	Gender Restrictions No Restrictions
Languages Spoken English	

Security Profile -

Note: Changes to your Username and Email will not reflect until the next time you log back in.

Username: jsmith100	Change Username
Current Email: jsmith99@abc.com	Change Email
Password: *****	Change Password
Security Questions: *****	Change Security Questions

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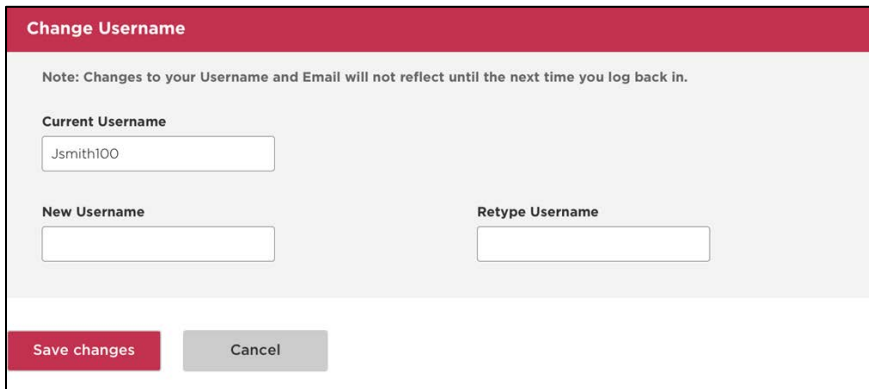
Change Username

This screen will enable the provider to view and change their username on their registration profile.

To change the username, the user must do the following:

1. Click on the “Change Username” from the security profile section
2. Enter the new username
3. Re-enter the new username
4. Click on “Save Changes”

Note: The user can click on “Cancel” to return to the “Provider Profile”



The screenshot shows a web form titled "Change Username" with a red header. Below the header is a note: "Note: Changes to your Username and Email will not reflect until the next time you log back in." The form contains three input fields: "Current Username" (pre-filled with "Jsmith100"), "New Username", and "Retype Username". At the bottom, there are two buttons: "Save changes" (red) and "Cancel" (grey).

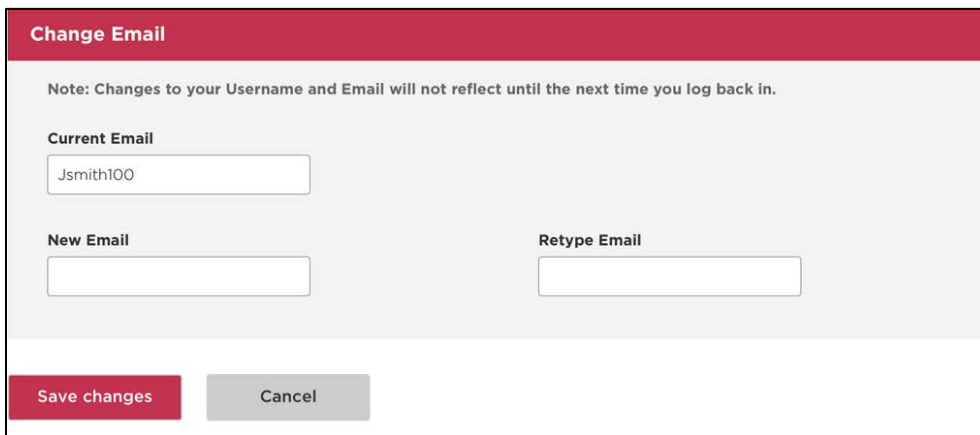
Change Email

This screen will enable providers to view and change their email address listed on their registration profile.

To change the email address, the use must do the following:

1. Click on the “Change Email” from the security profile section
2. Enter the new email address
3. Re-enter the new email address
4. Click on “Save Changes”

Note: The user can click on “Cancel” to return back to the “Provider Profile”



The screenshot shows a web form titled "Change Email" with a red header. Below the header is a note: "Note: Changes to your Username and Email will not reflect until the next time you log back in." The form contains three input fields: "Current Email" (pre-filled with "Jsmith100"), "New Email", and "Retype Email". At the bottom, there are two buttons: "Save changes" (red) and "Cancel" (grey).

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Change Password

This screen will enable providers to view and change their password listed on their registration profile.

To change the current password, the user must do the following:

1. Click on the “Change Password” from the security profile section
2. Enter the new password
3. Re-enter the new password
4. Click on “Save Changes”

Note: The user can click on “Cancel” to return back to the “Provider Profile”

The screenshot shows a form titled "Change Password" with a red header. It contains three input fields: "Current Password" (with a masked password), "New Password", and "Retype New Password". A password requirement note is displayed: "Password must be a minimum of 8 long and cannot contain all or part of your username. Must contain at least: 1 Upper Case, 1 Lower Case and 1 Numeric." At the bottom, there are two buttons: "Save changes" (red) and "Cancel" (grey).

Change Security Questions

This screen will enable providers to view and change their security questions and answers listed on their registration profile.

To change the current security question, the user must do the following:

1. Click on the “Change Security Question” from the security profile section
2. Enter the security question 1
3. Enter the security answer 1
4. Enter the security question 2
5. Enter the security answer 2
6. Click on “Save Changes”

Note: The user can click on “Cancel” to return back to the “Provider Profile”

The screenshot shows a form titled "Security Question" with a red header. It contains two rows of dropdown menus and text input fields. The first row has "Security Question 1" (dropdown with "Name of town you were born") and "Answer 1" (text input). The second row has "Security Question 2" (dropdown with "Name of Elementary School") and "Answer 2" (text input). At the bottom, there are two buttons: "Save changes" (red) and "Cancel" (grey).