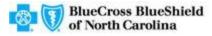
Blue e User Role Selections

The various *Blue e* user roles available for your *Blue e* Administrator to assign to staff at your location are described in the tables below. The first table is for practices that submit Professional claims; the second table for practices that submit Institutional and Professional claims.

User roles determine which transactions are viewed by the user. Please review these roles carefully and assign them appropriately. Roles with the acronym PCS included in the name provide access to Patient Care Summary – a transaction that allows the user to see large amounts of personal health information of patients. Health care practices should exercise discretion when distributing these user roles.

1. For Blue e users who submit only Professional (837 or CMS1500) Claims

	Role # is Displayed	Functions for this Role	Comments
	(Blue e Name)		
	Role 1: PHYSONLY (Physicians)	Inquiries:	Suggested for personnel who need to perform patient management functions for professional medical practices
V	Role 2: PHYSPCSADM (Physician Only Admin plus PCS) (Note: this is the default for first administrator)	All functions of Role 1, plus administrative functions and access to Patient Care Summaries Inquiries: Patient Care Summaries Administration of Blue e: Add/Remove a User Add/Remove a Site Reset a user password	Suggested for personnel who need to perform patient management functions, are allowed to see patient medical history, and also act as Blue e administrators for other personnel.
	Role 3: PHYSPCS (Physicians Only with PCS)	All functions of Role 1, plus access to Patient Care Summary reports (patient care history)	Suggested for personnel who perform a broad spectrum of functions, both for patient management and professional billing, and also need access to detailed patient medical history.
	Role 4: BSBC (Institutional BS/BC)	Inquiries: Eligibiltiy Claim Status Remittance Claims Entry and Error Listings: CMS 1500 Claims UB04 Claims	Suggested for personnel who perform a broad spectrum of functions, both for patient management and UB04 or CMS1500 billing and financial accounts management.
	Role 5: EFTFULL* (EFT FULL read/write access) *Available upon specific request only	Electronic Funds Transfer Setup and Maintenance	Suggested for select personnel with access to secure financial information (bank account and routing numbers)
	Role 6: PCSONLY (Patient Care Summary & Eligibility)	Two inquiries only: • Health Eligibility Inquiries • Patient Care Summary report	Suggested for personnel that need to check patient eligibility <u>and</u> have <u>access to detailed patient medical history</u>



2. For Blue e users who submit Institutional Only or Institutional and Professional Claims

	Role # is Displayed	Functions for this Role	Comments
	(Blue e Name) Role1: BCONLY (20 Institutional BC)	Inquiries: Eligibiltiy Claim Status Remittance Authorization Requests Claims Entry and Error Listings: UB04 Claims	Suggested for personnel who must perform inquiries or submit institutional claims only.
	Role 2: BSBCPCS (PCS Institutional Professional)	Inquiries:	Suggested for personnel who perform a broad spectrum of functions, both for patient management and UB04 or CMS1500 billing and financial accounts management, and are allowed to see patient medical history,.
	Role 3: EFTFULL* (EFT FULL read/write access) *Available upon specific request only	Electronic Funds Transfer Setup and Maintenance	Suggested for select personnel with access to secure financial information (bank account and routing numbers)
	Role 4: PCSONLY (Patient Care Summary & Eligibility)	Two inquiries only: • Health Eligibility Inquiries • Patient Care Summary report	Suggested for personnel that need to check patient eligibility <u>and</u> have access to detailed patient medical history
V	Role 5: BSBCADM (default for first administrator)	Administrative functions as well as baseline professional and institutional role acess:	Suggested for personnel whose role for <i>Blue e</i> is to administer to other <i>Blue e</i> users in the office and to perform a broad spectrum of business functions, such as making inquiries or submitting claims.
	Role 1: PHYSONLY (Physicians)	Inquiries: Eligibilty Claim Status Remittance Claims Entry and Error Listing: CMS1500 Claims only	Suggested for personnel who need to perform patient management functions for professional medical practices

