

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 (Blue e Name)	Functions for this Role	Comments
<input type="checkbox"/>	Role 1: PHYSONLY (Physicians)	Inquiries: <ul style="list-style-type: none"> • Eligibility • Claim Status • Remittance Claims Entry and Error Listing: <ul style="list-style-type: none"> • CMS1500 Claims only 	Suggested for personnel who need to perform patient management functions for professional medical practices
<input checked="" type="checkbox"/>	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: <ul style="list-style-type: none"> • Patient Care Summaries Administration of Blue e : <ul style="list-style-type: none"> • Add/Remove a User • Add/Remove a Site • Reset a user password 	Suggested for personnel who need to perform patient management functions, <u>are allowed to see patient medical history</u> , and also act as Blue e administrators for other personnel.
<input type="checkbox"/>	Role 3: PHYSPCS (Physicians Only with PCS)	<i>All functions of Role 1, plus access to Patient Care Summary reports (patient care history)</i>	Suggested for personnel who perform a broad spectrum of functions, both for patient management and professional billing, and also need <u>access to detailed patient medical history</u> .
<input type="checkbox"/>	Role 4: BSBC (Institutional BS/BC)	Inquiries: <ul style="list-style-type: none"> • Eligibility • Claim Status • Remittance Claims Entry and Error Listings: <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	Role 5: EFTFULL* (EFT FULL read/write access) *Available upon specific request only	Electronic Funds Transfer Setup and Maintenance	Suggested for <u>select</u> personnel with access to secure financial information (bank account and routing numbers)
<input type="checkbox"/>	Role 6: PCSONLY (Patient Care Summary & Eligibility)	Two inquiries only: <ul style="list-style-type: none"> • 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 (Blue e Name)	Functions for this Role	Comments
<input type="checkbox"/>	Role1: BCONLY (20 Institutional BC)	Inquiries: <ul style="list-style-type: none"> • Eligibility • Claim Status • Remittance • Authorization Requests Claims Entry and Error Listings: <ul style="list-style-type: none"> • UB04 Claims 	Suggested for personnel who must perform inquiries or submit institutional claims only.
<input type="checkbox"/>	Role 2: BSBCPCS (PCS Institutional Professional)	Inquiries: <ul style="list-style-type: none"> • Eligibility/Patient Care Summary • Claim Status • Remittance • Authorization Requests Claims Entry and Error Listings: <ul style="list-style-type: none"> • 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, and <u>are allowed to see patient medical history</u> .
<input type="checkbox"/>	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)
<input type="checkbox"/>	Role 4: PCSONLY (Patient Care Summary & Eligibility)	Two inquiries only: <ul style="list-style-type: none"> • 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
<input checked="" type="checkbox"/>	Role 5: BSBCADM (default for first administrator)	Administrative functions as well as baseline professional and institutional role access: <ul style="list-style-type: none"> • Add/Remove a User • Add/Remove a Site • Reset a user password Inquiries: <ul style="list-style-type: none"> • Eligibility/Patient Care Summary • Claim Status • Remittance • Authorization Requests Claims Entry and Error Listings: <ul style="list-style-type: none"> • CMS 1500 Claims • UB04 Claims 	Suggested for personnel whose role for Blue e is to administer to other Blue e users in the office and to perform a broad spectrum of business functions, such as making inquiries or submitting claims.
<input type="checkbox"/>	Role 1: PHYSONLY (Physicians)	Inquiries: <ul style="list-style-type: none"> • Eligibility • Claim Status • Remittance Claims Entry and Error Listing: <ul style="list-style-type: none"> • CMS1500 Claims only 	Suggested for personnel who need to perform patient management functions for professional medical practices