**This form is required to receive referrals from BHP’s Intake &DEC departments and to gain access to any of the following BHP online applications. Please complete this form in its entirety and refer to the instructions on page 2 for any questions.**

**Requesting Access to the Following Online Application(s) - *Select All That Apply*:**  [ ]  [ ]  BHP Online Intake & Authorization

**My Current Role is:**

**[ ]  BHP Network Provider** **[ ]  Supervised Provider\***

[ ]  **Office Admin Assistant\*** [ ]  **DEC Assessor**  **[ ]  DEC Coordinator (BHP Staff Only)**

|  |
| --- |
| **User Profile Information (\*Required Fields)** |
| **\*First Name:**       | **\*Last Name:**       | **\*MI:**       |
| **\*Gender:** [ ]  M [ ]  F | **\*Phone:**       | **Fax:**       |
| **\*Degree & License:**       | **\*Log In Email:**       |
| **\*Notification Email (If different from above):**       |
|  |
| **Add/Remove Clinic Affiliation** |
| **\*Clinic Name:**       | **\*Business Tax ID:**       |
| **\*Clinic Address:**       | **\*City:**       |
| **\*Phone:**       | **Fax:**        | **\*ZIP:**       |
| [ ]  **Add Clinic**  | [ ]  **Remove Clinic** | [ ]  **Remove all other affiliations** |
| **Add/Remove Clinic Affiliation** |
| **\*Clinic Name:**       | **\*Business Tax ID:**       |
| **\*Clinic Address:**       | **\*City:**       |
| **\*Phone:**       | **F ax:**        | **\*ZIP:**       |
| [ ]  **Add Clinic** | [ ]  **Remove Clinic** | [ ]  **Remove all other affiliations** |
| **Add/Remove Clinic Affiliation** |
| **\*Clinic Name:**       | **\*Business Tax ID:**       |
| **\*Clinic Address:**       | **\*City:**       |
| **\*Phone:**       |  **F ax:**        | **\*ZIP:**       |
| [ ]  **Add Clinic** | [ ]  **Remove Clinic** | [ ]  **Remove all other affiliations** |

**Programs Offering Appointments on the SchedulR**®**:**

**By signing the line below I attest that I have read, understand and agree to follow the terms of BHP’s *User Agreement* for its online systems, found at** [**www.bhpcare.com**](http://www.bhpcare.com)**. I further agree not to share my username and/or password for any BHP online system and will inform BHP immediately if I or anyone at my location who uses the BHP online systems leaves their position or the location.**

**Signature:**  **Date:**

**Manager Signature\*:**  **Date:**

**\*Manager’s signature is required for *Admin Assistant Users and Supervised Providers* - Please note this form must be printed & signed and is not valid without a signature(s).**

**Manager Name:**       **Manager Email or Phone Number:**

**PLEASE EMAIL TO:** **webapps@bhpnet.com** **or FAX TO: 763-797-9882 (ATTN: ONLINE SYSTEMS ACCESS)**

**BHP Online Systems Access Request Form – Completion Instructions**

**SYSTEM DESCRIPTIONS**

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This web-based system allows BHP-contracted providers and programs to set aside open appointment times for BHP to schedule appointments for patients who are in need of outpatient behavioral services.

  **Diagnostic Evaluation Center (DEC) Application**

This system allows for the electronic exchange of information between providers, programs, hospitals, inpatient units, etc. for patients seen at a location using the DEC system, given proper release of information by the parent or legal guardian.

## BHP Online Intake & Authorization SystemThis system allows providers to submit initial authorization requests, treatment plans and discharge summaries for outpatient mental health services online. There are no costs to use the system. All providers need is access to the internet.

**ROLE DESCRIPTIONS**

* **BHP Network Provider:** A licensed provider who has been credentialed with BHP and is an active member in the BHP network. If you are unsure about network status, please contact us at webapps@bhpnet.com.
* **Supervised Provider:** A provider who is clocking hours of supervision under a BHP network provider.
* **Office Admin Assistant:** Anyone who works at a clinic covered by a BHP contract or at a location providing DEC services. Examples include medical records staff, billing staff, treatment providers, office administrators, etc.
* **DEC Assessor:** A licensed clinician who is employed with BHP to provide DEC services, or who works at a location that uses the DEC Application and provides DEC assessments.
* **DEC Coordinator:** A BHP staff member who performs coordination activities related to DEC assessments.

**User Profile Information:** This section is required and should list the information for the person who will be logging into the online application. Please note the required sections and provide all necessary information.

**Notification Email:** A notification email allows the provider to specify where they would like all DEC/SchedulR notifications to be directed. Please note, the notification email can be the same as the log in email, this means the provider will receive notifications to the same email they use to log in with.

**Add/Remove Clinic Affiliation:** At least one location is required. Please list all locations that the user will need access to. The clinic name should match what is listed in the BHP Network Database. If you wish to remove any pre-existing affiliations on your account, check the appropriate box for removal. Also, please note the required sections and provide all necessary information.

**Programs Offering Appointments on the SchedulR**®**:** If you are going to offer open appointment times on the SchedulR® that will be covered by multiple providers, please list the name of the program or type of appointments being offered (i.e. CD Assessments, DBT Day Treatment Program, In-Home Therapy Intake, etc.)

**Manager Name:** This section is required for anyone who is an office admin assistant or supervised provider requesting access.

**Manager Email or Phone Number:** Please list the best contact information for the manager listed above.

**BHP Online Systems User Agreement:** By signing this form you are verifying that you have read and understand the User Agreement that can be found on the BHP website: <http://www.bhpcare.com/wp-content/uploads/2013/05/2012-DEC-SchedulR-User-Agreement2.pdf>.

**BEHAVIORAL HEALTHCARE PROVIDERS (“BHP”)**

**ONLINE SYSTEMS ACCESS REQUEST FORM AND TERMS OF SERVICE AGREEMENT (“Agreement”)**

**Agreement**: In addition to any other agreement that you may have with BHP, by accessing or using any part of this Service, you expressly agree to and consent be bound by all of the terms and conditions of this Agreement. You represent and warrant that you have provided accurate and complete registration information, including, without limitation, your legal name, address and telephone number. If you do not agree to all of the terms and conditions of this Agreement then you may not access, use or install any part of the Service.

**Service:**  The Service is allowing you access to the **DEC®** assessment software and **SCHEDULR®** scheduling software and Online Intake & Authorization (“BHP Online Systems”) which are proprietary to BHP and are protected by intellectual property laws. Your access to the Service is licensed and not sold. BHP agrees to provide you with non-exclusive access to or use of the Service for the sole purpose of accessing and/or entering clinical and administrative patient information, subject to the terms and conditions, and limitations set forth in this Agreement.

**Restrictions:** Except as expressly granted by the Agreement, Customer acquires no right, title or license in the content or data incorporated in this Agreement.  This Agreement is specific to Customer and Customer will not unless expressly permitted in this Agreement: (a) modify the content of the BHP Online Systems, (b) copy, download, upload or in any other way reproduce the BHP Online Systems in any form, (c) assign, transfer, sublicense, lease, rent, loan, time-share, operate as a service bureau, distribute, provide access to, or transfer the BHP Online Systems, in whole or part, to a third party (including, without limitation, by facsimile or electronic means); (d) create compilations or derivative works, or reverse engineer, decompile or disassemble any part of the BHP Online Systems; (e) use the BHP Online Systems for the benefit of a third party or give any third party beneficial use of the BHP Online Systems, including, without limitation, any parent, subsidiary, or affiliated company, without the express written consent of BHP; (f) modify or remove any copyright, trademark, disclaimer notices, proprietary markings or restrictive legends placed on the BHP Online Systems; or (g) use the BHP Online Systems or any portion of the DEC® System for commercial use, including without limitation, for publication, broadcasting, rewritten, redistributed or used to create original content for publication.

**Modification:** You agree that BHP may modify this Agreement at any time, and make changes to the BHP Online Systems, including, without limitation, ceasing to provide the BHP Online Systems or a portion of the BHP Online Systems, with or without notice to you, by posting modifications to this Agreement. You acknowledge that any modifications become effective immediately and agree to review any revised Agreements posted on the BHP website.

**Password Protection:** You will receive a password from BHP and you agree to treat that password and username as confidential, and you are solely liable for all actions taken using your password and username. If you believe your password or username has been accessed by unauthorized individuals you agree to contact BHP immediately, so the password and username can be deactivated. You further agree that you should not log on with a username and password that are not your own and that claims data, referral data, patient information and other data contained in this Site are to be used only by Authorized Users. You agree to bear all responsibility for the confidentiality of your password.

**Availability of Services.** Subject to the terms and conditions of this Agreement, BHP shall use its commercially reasonable efforts to provide access to the BHP Online Systems for twenty-four (24) hours a day, seven (7) days a week throughout the term of this Agreement. BHP maintains equipment and services including standby server capabilities, multiple restore points, and advanced restoration options, however, the Customer agrees that from time to time the BHP Online Systems may be inaccessible or inoperable for various reasons, including (a) equipment malfunctions; (b) periodic maintenance procedures or repairs which BHP may undertake from time to time; or (c) causes beyond the control of BHP or which are not reasonably foreseeable by BHP, including interruption or failure of telecommunication or digital transmission links, hostile network attacks or network congestion or other failures (collectively “Downtime”). BHP shall use its best efforts to minimize any disruption, inaccessibility and/or inoperability of the BHP Online Systems in connection with Downtime, whether scheduled or not.

**Use Policy:** You are solely responsible for any and all acts and omissions that occur under your username or password, and you agree not to engage in unacceptable use of the Service, which includes, without limitation, using the Service for:

1. any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any United States or State law or regulation;
2. unauthorized downloading of software, regardless of whether it is copyrighted;
3. private, financial, or commercial gain;
4. gaining unauthorized access to resources or entities, including, but not limited to, patient information, hospital files, and any other confidential information;
5. invading the privacy of individuals;
6. circumventing security and/or authentication measures, including using another User's account or password;
7. posting materials authored or created by another without his or her consent;
8. posting anonymous messages and/or falsifying one's identity to others while using the system;
9. commercial or private advertising;
10. accessing, submitting, posting, publishing, transmitting, receiving or displaying pornographic, obscene, perversely lewd and vulgar, or indecent or vulgar language;
11. submitting, posting, publishing or displaying libelous material;
12. while access privileges are denied, suspended, or revoked;
13. any way that would disrupt its use by other Users, including "chain letters," uploading or creating computer viruses, and any other attempt to harm or destroy data of another User,
14. the purpose of harassing other Users or other individuals;
15. installation of unauthorized software on the computer Network;
16. altering documents or records, create a forged instrument or otherwise commit forgery; and
17. export, re-export or permit downloading of any message or content in violation of any export or import law, regulation or restriction of the United States and its agencies or authorities, or without all required approvals, licenses or exemptions.

**Unauthorized Use.**  In the event of any unauthorized use of the BHP Online Systems, BHP may suspend access of the IP address(es) from which the unauthorized use occurred upon notice to user.

**Disclaimer of Warranties:** THE SERVICE AND INFORMATION PROVIDED ON THIS SITE IS “AS IS” WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. BHP DOES NOT WARRANT THAT THE SERVICE WILL BE: UNTINTERRUPTED, THAT THERE WILL BE NO DELAYS, DIFFICULTY IN USE, INACCURRACY OR INCOMPLETENESS OF INFORMATION, UNAUTHORIZED ACCESS,COMPUTER VIRUSES, LOSS OF DATA, MALICIOUS CODE, OR COMPATIBILITY ISSUES. BHP FURTHER DOES NOT WARRANT THAT FILES AVAILABLE FOR DOWNLOADING THROUGH THIS SITE, IF ANY, ARE FREE FROM VIRUSES, TROJAN HORSES, WORMS, OR OTHER CODE THAT CONTAINS CONTAMINATION OR DESTRUCTIVE PROPERTIES.

**Limitation of Liability:** YOU AGREE THAT BHP IS NOT LIABLE FOR IMPLEMENTING SUFFICIENT PRECAUTIONS AND PROCEDURES TO PREVENT CONTAMINATION AND ENSURE ACCURRACY OF DATA TRANSMITTED TO OR FROM THIS SITE. YOU AGREE THAT UNDER NO CIRCUMSTANCES WILL BHP, ITS DIRECTORS OR EMPLOYEES BE LIABLE TO YOU OR ANY AUTHORIZED USER OF THE SYSTEM FOR ANY DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, PUNITIVE, OR ANY OTHER MONETARY OR OTHER DAMAGES, FEES, FINES, PENALTIES, INCLUDING BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR REVENUE OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF OR IN RELATION TO THE RELIANCE ON OR USE OF THE SERVICE, THIS SITE OR INFORMATION OR LINKS PROVIDED ON THIS SITE OR ANY ACTS, OMISSIONS, DEFECTS, SECURITY BREACHES, CONFIDENTIALITY BREACHES, OR DELAYS REGARDLESS OF THE BASIS OF THE CLAIM EVEN IF HAVING BEEN ADVISED OF THE POSSIBILITY OF SUCH CLAIMS OR DAMAGES.

YOU’RE SOLE AND EXCLUSIVE REMEDY HEREUNDER SHALL BE FOR YOU TO DISCONTINUE YOUR USE OF THE SERVICE AND TERMINATE THIS AGREEMENT.

**Indemnification:** You agree to indemnify, hold harmless and defend BHP, our contractors, agents, employees, officers, directors and affiliates harmless from and against any action, cause, claim, damage, expense, debt, demand or liability, including reasonable costs and attorney's fees, asserted by any person, arising out of or relating to or in any way connected with any use of the: (a) this Agreement; (b) your use of the Services and the BHP Online Systems, including any data or work transmitted or received by you; and (c) any libelous, slanderous, indecent or other statement concerning any person made or republished by you.

**Confidentiality:** You understand that by using this Service and BHP Online Systems that you may view, send, and receive confidential patient information, including without limitation claims information. You also may have access to BHP Confidential Information. You agree to maintain the security and privacy of patient-related information and BHP Confidential Information, and agree that all patient information shall be held in strict confidence and shall only be used in accordance with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act included in the American Recovery and Reinvestment Act of 2009 (“HITECH”), and the regulations thereunder. You shall ensure that patient information will be used solely for purposes relating to treatment, communications with BHP, and other healthcare operations. You agree to inform BHP of any violation of this provision. You shall not access, attempt to access, or use any patient information or BHP Confidential Information for which you do not have authorization. In addition, you shall not cause or permit the Service or BHP Online Systems, patient information or BHP Confidential Information to be accessed or used by any third party, including but without limitation, any Third Party Vendor without express permission by BHP. You understand that you may disclose the Confidential Information to your employees, contractors, and agents on a need-to-know basis pursuant to the terms of this Agreement. You agree that the patient information or other Confidential Information shall not be used by you or your employees, contractors, or agents in any way detrimental to BHP and that all patient information and other Confidential Information shall be kept confidential. You shall inform your employees, contractors, and agents to treat such information confidentially, and shall add a provision in any contract to keep such information confidential.

**Intellectual Property:** You agree not to use or disclose any of BHP’s business information regarding BHP Online Systems (including without limitation regarding its functionality, options, “look and feel”) without prior written permission. You understand all right, title, and interest (including copyrights, trademarks, trade secrets and other intellectual property rights) relating to the Service, the BHP Online Systems belongs to BHP, and includes all copyrights, trademarks and other proprietary rights in connection therewith. You understand that no part of the Service or this Site, including but not limited to materials retrieved there from and the underlying code, may be reproduced, republished, copied, transmitted, or distributed in any form or by any means. You understand that you may link to BHP Online Systems homepage only and will not link to other content within the BHP Online Systems without BHP’s express written permission. Information that BHP publishes on the BHP Online Systems may contain links to other sites, however you understand that BHP does not control those sites or endorse any product or service offered by those sites. Additionally, BHP reserves the right to temporarily or permanently discontinue the BHP Online Systems or any functionality on the BHP Online Systems at any time and without notice. Nothing in this Agreement shall convey or otherwise transfer title to any Intellectual Property or any modifications within the functionality of Service, the BHP Online Systems and the Site to the Customer, its Authorized Users or any other third party.

**Termination of Access:** You understand BHP may terminate this agreement and your right to access or use the Service and this Site, at any time, with or without cause.

**Audit:** You agree that BHP may conduct routine audits to ensure my compliance with the terms and conditions of this Agreement.

**Injunctive Relief:** You acknowledge and agree that the unauthorized use or disclosure of the Confidential Information obtained from or disclosed to you through the use of this Service or the BHP Online Systems, or any other breach of this Agreement, may result in irreparable injury to BHP. Therefore, BHP shall be entitled to receive injunctive relief in any legal proceeding instituted by BHP, in addition to any other remedies or relief that may be available to BHP.

**Governing Law:** The laws of the State of Minnesota govern this Agreement, without regard to conflict of law principles. In any claim or action brought by or against you directly or indirectly arising under this Agreement or related to this Site BHP and you submit to the exclusive personal jurisdiction of the Minnesota State District Court sitting in Hennepin County , Minnesota, or if such court does not have subject matter jurisdiction then BHP and you shall submit to the exclusive personal jurisdiction of the United States Court for the District of Minnesota, and BHP and you each waive any jurisdictional, venue, or inconvenient forum objections to such court.

**Severability:** You agree that the terms of this Agreement are severable. If any term or provision is declared invalid or unenforceable, that term or provision will be construed consistent with applicable law as nearly as possible to reflect the original intentions of the Agreement, and the remaining terms and provisions will remain in full force and effect. In the event that any provision of this Agreement shall be unenforceable or invalid under any applicable law or be so held by applicable court decision, such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole.

**Waiver:** No failure, delay in exercising or enforcing any right or remedy hereunder by BHP shall constitute a waiver of any other right or remedy, or future exercise thereof.

**Survival:** The respective rights and obligations of BHP and the user regarding representations and warranties, Acceptable Use, Disclaimer of Warranties, Limitation of Liability, Indemnification, Confidentiality, Intellectual Property, Injunctive Relief, Governing Law and Severability shall survive any expiration or termination of this Agreement.