

BROKER SERVICES PORTAL

Streamline your benefits management process using the Broker Services Portal!

- ➔ Take control of your group’s eligibility – view, enter, edit, and cancel member eligibility immediately...no wait time
- ➔ Download dentist directories in a printable format
- ➔ View client's billing details
- ➔ Access flexible and convenient reports (if your group qualifies for reports)
- ➔ Create Broker Services Portal accounts for your company, maintain security levels for your users, and disable accounts when roles change or the person leaves your company

Select a Super User within your company using the form below. This Super User will be able to set up and maintain your Broker Services Portal accounts, enabling immediate access for your users.

Please complete the following information to name your agency’s Broker Services Portal Super User:

Agency Information

Agency Name	Agency TIN
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Super User Information

NAME	TITLE
EMAIL	PHONE NUMBER

Licensed Agent Authorization

Note: This form must be signed by the Licensed Agent(s) within your organization to delegate access to the accounts corresponding to the Licensed Agent(s) listed below.

LICENSED AGENT’S NAME	LICENSED AGENT’S SIGNATURE	NPN #	DATE

Delta Dental of Minnesota will send your Super User an email with registration information and further instructions. **Please send completed form to:**

Email:

BrokerSuperUser@DeltaDentalMN.org

If you have any questions, please contact the Portal Support Team at 1-866-398-9480

OBLIGATIONS:

Agency Administrator acknowledges the confidential nature of Billing, Enrollment or Subscriber Information included in the Broker Services Portal, and that such information includes Protected Health Information (“PHI”) as that term is defined by the Health Insurance Portability and Accountability Act of 1996. Agency Administrator agrees that it shall:

- a) use and disclose the information provided through the Broker Services Portal, including PHI, in compliance with all applicable laws and regulations including but not limited to HIPAA;
- b) instruct all employees who have access to Billing or Enrollment Information of the necessity to maintain the confidentiality of such information and to comply with applicable confidentiality laws;
- c) ensure that only those individuals who require access to the Broker Services Portal to administer the plan functions are delegated access to the Broker Services Portal;
- d) utilize the BSP and any PHI in accordance with Agent’s Business Associate Agreement with the Plan and Delta Dental of Minnesota.

TERMINATION:

This Agreement shall continue in effect until Agency Administrator ceases using the Broker Services Portal.