

Provider Profile – Change Delegate

The **Provider Profile** page allows you to make changes to your **delegate**.

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OUTSTANDING CREDENTIALING ITEMS
 Click [here](#) to view the following:
 • Items you need to submit before Parallon can complete your credentialing process.
 • Items you need others to submit before Parallon can complete your credentialing process.
 • Items that have been verified by Parallon during your credentialing process.
 The number you see is a count of the items you or someone else needs to submit before Parallon can complete your credentialing process.

EXPIRING ITEMS
 Click [here](#) to view the following:
 • Your Licenses with the expiration dates
 • Your Boards with the expiration dates
 • Your Insurance with the expiration dates
 The number you see is a count of all items that will expire in the next 45 days.

FACILITIES
 Click [here](#) to view the following:
 • Facilities where you currently have or are requesting privileges.
 • Your existing (or requested) privileges at each facility (from here you can also request additional privileges at a facility).
 The number you see is a count of all of the facilities where you currently have or are requesting privileges.

1. To change your Delegate, click **Change Delegate**.

PARALLON
 CREDENTIALING PORTAL

WELCOME Dr. Smith

Provider Profile
 DR. SMITH

Change Password | Change Security Questions | **Change Delegate**

Provider Demographic

Name	Tessa Evett Smith MO	Edit
Date of Birth	11/23/1979	Edit
Email	damla.goods@parallon.net	Edit

Primary Address
 This is your primary office location.

Type	Address	Edit	Delete
Home Address	607 Oakley Street, Unit #1 Houston, TX 77008 P: (812) 441-2862 F: E:	Edit	Delete
Primary Address	18167 US Hwy 19 N Ste 650 Clearwater, FL 33764	Edit	Delete

Need Some Help
Provider Demographic
 This section allows you to request a change to your name, Date of Birth, Email, Addresses or Add an Address. Name and Date of Birth Changes will need to be reviewed and processed.
 Note: These changes will not be visible in the Credentialing Portal until after the request is reviewed and updated.
Primary Address
 This is the address where you would like your credentialing information sent.
Important note about Email Address:
 A change to your Email Address will change your user name for the Portal.

The **Current Delegate** page appears.

2. Click **Edit**.

PARALLON
 CREDENTIALING PORTAL

WELCOME Dr. Smith

Current Delegate
 DR. SMITH

Name	Rebecca Phillips
Email Address	rebecca_phillips@emcare.com.tst
Phone Number	2817841500x269

Edit **Cancel**

Need Some Help
 Displayed is your Current Delegate. If you do not have the option to edit, you may not be assigned a delegate.
 By assigning a delegate, you are giving a person the ability to complete/update information on your behalf.
 For additional information, click [here](#).

Provider Profile – Change Delegate

- Resources
- Provider Profile
- HCO

Edit Delegate

First Name *

Last Name *

Email Address *

Phone Number

The individual listed above is my delegate. I hereby authorize (hereinafter, individually referred to as "Delegate") to access HCO and the Credentialing Portal to enter data and submit documents for the Request for Consideration (RFC) and Reappointment Requests for Consideration (RRFCs) requests on my behalf. I understand that I will need to review the data and documents and attest to their accuracy before I submit them to the entity via the HCO web portal.

Delegate information is for HCO/Portal Credentialing ONLY. No other correspondence will be directed based on information provided in this section. By checking the box and submitting this form, I acknowledge that I am delegating access to my personal information to the individual listed above. I will not hold HSS Systems, LLC (or any affiliated entity) responsible for any misuse of this information that may occur as a result of giving access to this individual.

Confirm to send a request to change delegate Yes

Date Effective

Remove Delegate

I do not want to select a delegate at this time. I will personally provide re-credentialing information. Any delegate information above, if applicable, will be removed due to this intention.

Confirm to send a request to remove delegate Yes


Date Effective

3. Enter the new delegate information.
4. Select the appropriate option (Change delegate or Delete delegate).
5. Enter the **Date Effective**.
6. Click **Submit**.

Note: The request will route to the CPC queue for processing.

LLON®

WELCOME Dr. Benson



Thank You!

Your request to change the name of Dr. Benson has been submitted. Please allow 3 days for your request to be processed. A record of this request has also been sent to you in your Message Center.

Need Some

Help Heading
Under construction

Help Heading
Under construction

Help Heading
Under construction

The **Confirmation screen** appears advising the change has been processed. A message will also be sent to the Provider's Message Center.