



ACTY Portal Overview

CARE MANAGEMENT





ACTY Portal Landing Page

https://portal.allcaretoyou.com/ehi



Home Register Login

© 2021 | ACTY Portal | Privacy | Terms Of Service | Version: 1.0.51.0 | ClientEnv: Prod | PortalEnv: Prod

PORTAL REGISTRATION - To Register, click Register on the top right of the page

EMPIRE HEALTHCARE	7169	Home Register Login		
Register to Request access Access to the website is restricted to Providers and agents of the IPA and control	racted Health Plans. Please do not register here if you do not qualify.			
Once you complete registration you will receive an email with a link to validate your email address. We may contact you if we have questions about your registration, once the requested has been approved your registration will be complete.				
1) Your Information.	2) Access You Are Requesting	3) Select user login and password.		
Role that best describes me	IPA / Medical Group	Preferred User Login		
Choose your role 🔻		lindseytifft		
First Name	TaxID and related NPIs	Password		
	(Enter one TaxID per line and list its related NPIs below it.) TAX-ID1			
Last Name	NPI1, NPI2, NPI3, NPI4 TAX-ID2	Passwords must be at least 8 characters. Include at least 1 capital, 1 lowercase, 1 number and 1 special character ($I \neq \otimes S \land A$)		
	NPI5, NPI6	Re-enter password		
Email	Comments for our registration team			
Re-enter Email		Terms of Use These terms of use are entered into by and between You ("You" or "Your") and All Care To You, LLC, ("Company", "We," "Us", "ACTY", or "Our"). The		
Business Phone		following terms and conditions, together with any documents they expressly incorporate by reference (collectively, these "Terms of Use"), govern Your access to adu use of www.all.caretoyou.com, and all subdomains of		
		I'm not a robot		



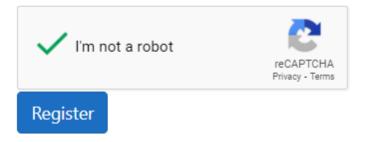


Fill out all the required fields, agree to the Terms of Use, click the I'm not a robot box, then click the blue Register button.

Terms of Use

These terms of use are entered into by and between You ("You" or "Your") and All Care To You, LLC, ("Company", "We," "Us", "ACTY", or "Our"). The following terms and conditions, together with any documents they expressly incorporate by reference (collectively, these "Terms of Use"), govern Your access to and use of www.allcaretoyou.com, and all subdomains of

☑ I agree to the Terms of Use



Once you click the Register box, you'll receive confirmation for registering and notification of the next steps in the registration process.

Next steps

Thank you for registering. Next you will receive an email from CareMessage@allcaretoyou.com asking you to click on a link to confirm your email address. Once your email address is confirmed we will be able to configure your account access.

 $IMPORTANT!\ Be\ sure\ to\ look\ for\ and\ allow\ emails\ from\ CareMessage @AllCareToYou.com$





<u>Check the inbox of the email address you registered with. You'll receive an</u> email from CareMessage to confirm your email address.

CareMessage
Confirm your email 11:19 AM
Hello Lindsey Tifft,

Confirm your email



Hello Lindsey Tifft,

Please confirm your Portal account email address by clicking here.

Once you've confirmed your email address, you'll receive notification that the registration process is complete and that your access is currently being established.





Confirm Email Address

Thank you for confirming your email address.

Your access is currently being established. Once granted you will receive another email notice to login and start using the portal.





Once your access has been established, you'll receive another email confirming that setup has been complete.

Portal Account Setup Complete



Hello Lindsey Tifft,

You portal account for UserName **lindseyatifft** has been setup and is ready for you to use. https://portal.allcaretoyou.com/ehi.

PORTAL LOGIN - Click Login on the top right of the page



Home Register Logi





Log in

Authorized User		
UserName		
lindseytifft		
Password		
•••••		
□ Remember me?		
Log in		
Forgot your password?		
Register as a new user		

EHI Home Page

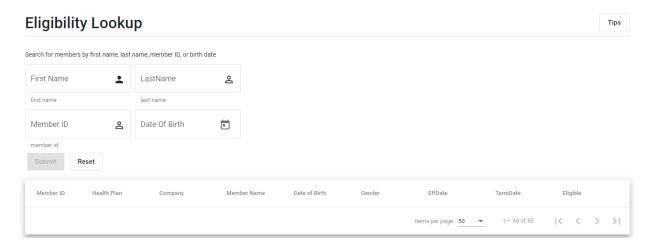


Home Register Login



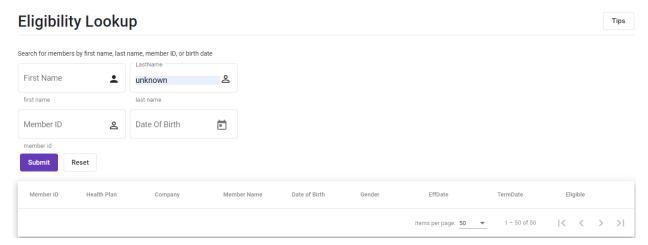


ELIGIBILITY LOOK UP – Check Eligibility



Enter Member's Name, ID or Birthdate and click Submit to find Member

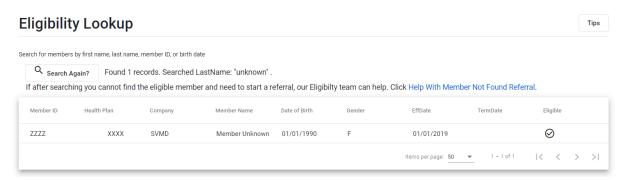
Using "Member Unknown" for HPI purposes.





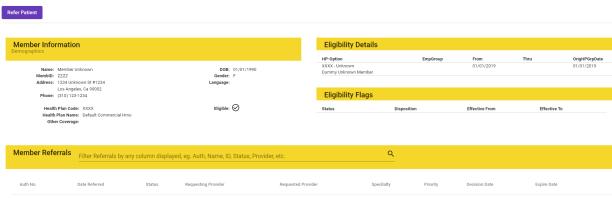


Eligibility search results - Click on the Member ID to select the Member



REFFERAL SUBMISSION – Click Refer Patient (purple box)

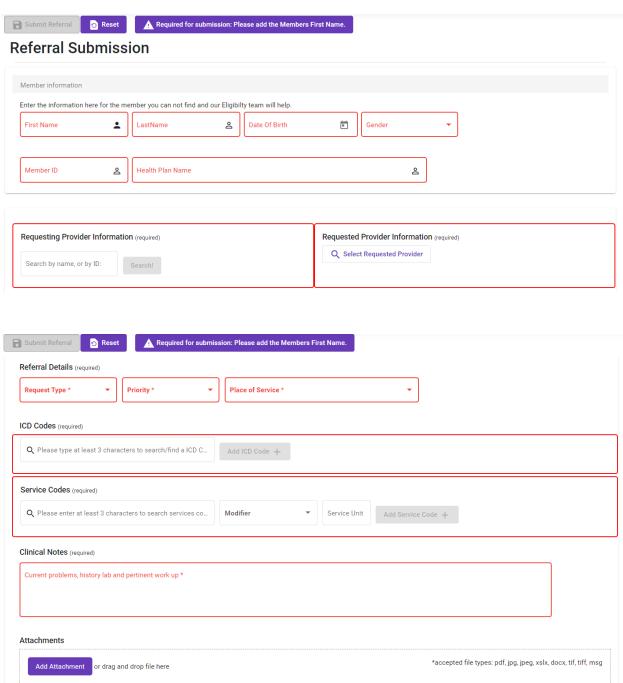
Patient Information for Member Unknown







Full Referral Submission Page

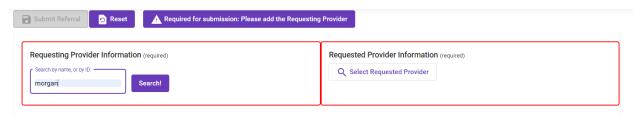




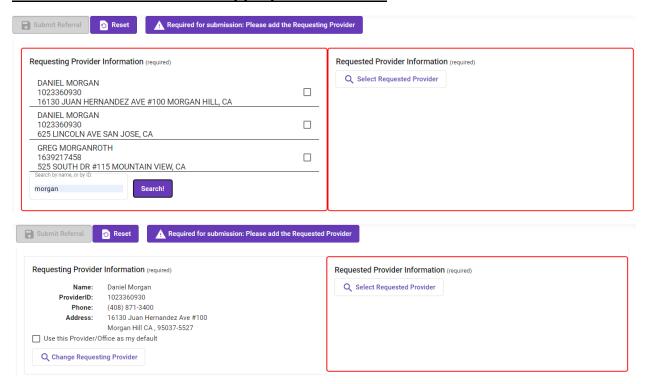


<u>Search for provider requesting referral by entering Name and clicking Search!</u>

<u>This is usually the PCP or the Specialist requesting this service for the Member</u>



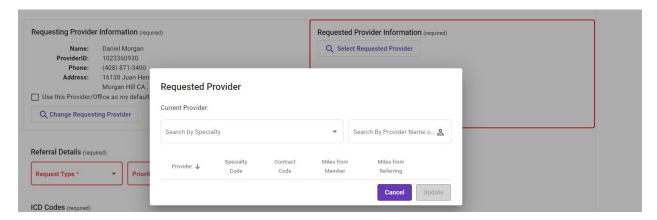
View results and select the appropriate Provider



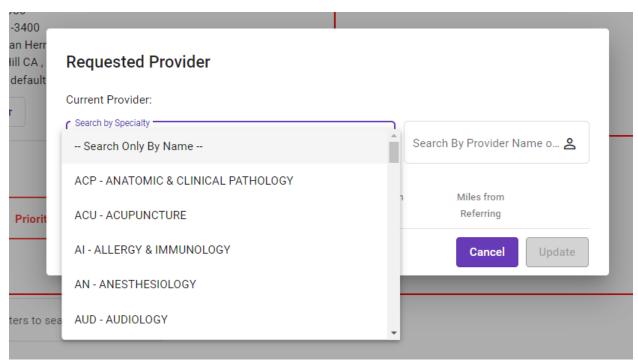




Search for the Requested Provider by entering the Provider's Specialty



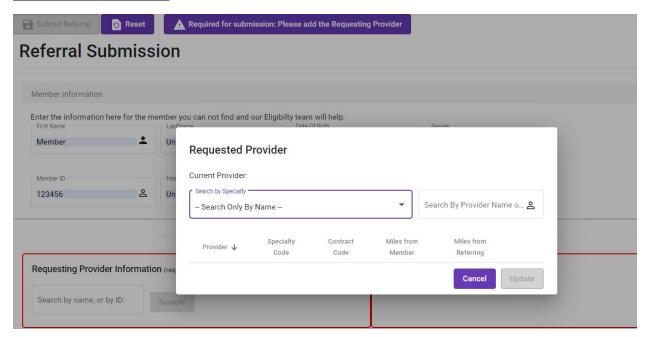
Click on the desired Specialty







If you do not know the Specialty, you can select Search Only By Name and enter the Provider's name

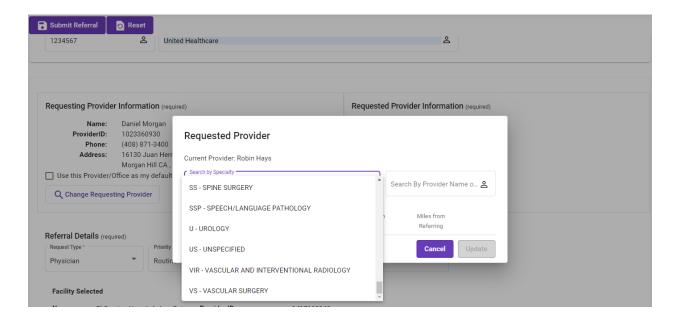


<u>If the requested Provider is not listed for selection, then select US – UNSPECIFIED and list the following in the notes:</u>

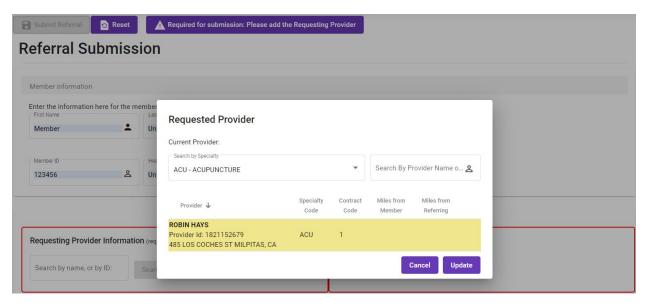
First and Last Name Specialty Phone Number Address







Select the appropriate Provider and click Update



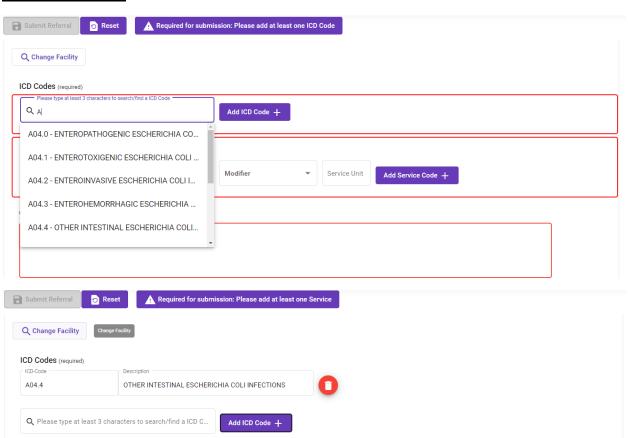
Add Referral details *Note – Facility is required for the following Place Of Service (21,22,24)







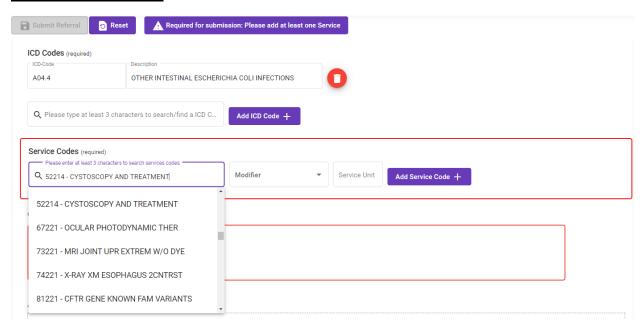
Enter ICD Codes



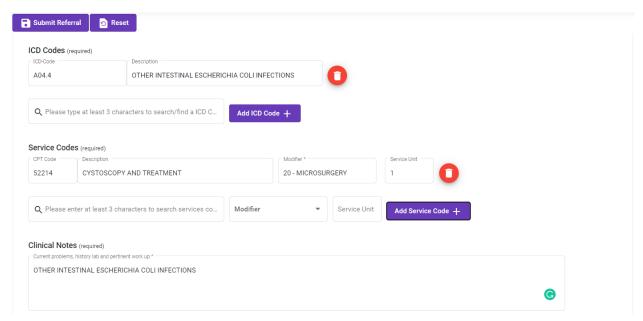




Enter Service Codes



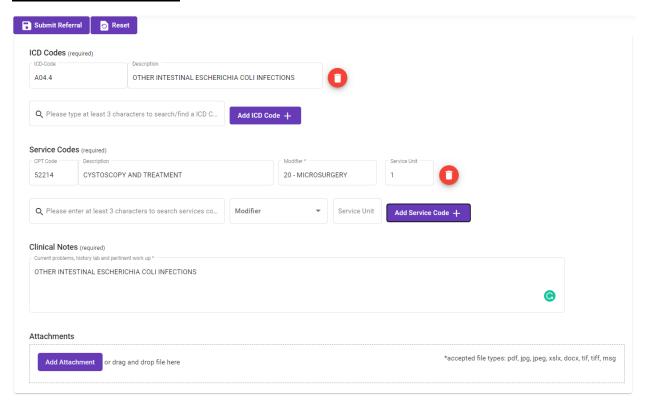
Enter Clinical Notes







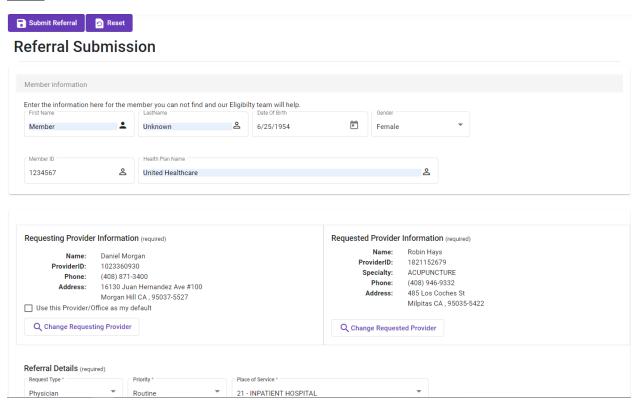
Add any Attachments



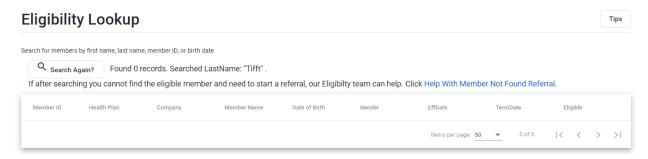




Once all the fields are completed, click Submit Referral at the top left of the page



If a Member cannot be found, click Help With Member Not Found Referral. Then continue the same process listed above.



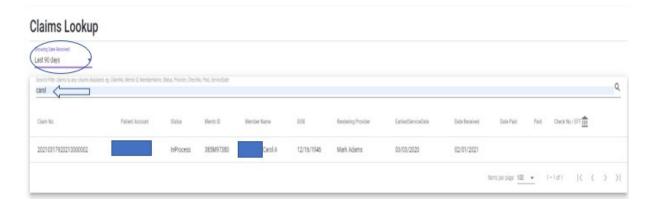




CLAIMS SEARCH - Click on the Claims header



Add a filer or show all claims for the past 90-730 days



Click on the line to see details or RA



If you have any questions or need support, please call 949-750-2058