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**Provider Webpass Access Request Form and Agreement**

You are applying for access to New Directions Behavioral Health Internet applications and files on our WebPass website at <https://webpass.ndbh.com/>. The WebPass website will allow you to request authorizations, provide clinical information, contact New Directions Provider Relations, and other useful services. Please fax the completed form to 1-866-645-0653.

**#1 Select Webpass Logon Type**

**Entire Group Practice** A group practice (or facility) is a group of providers that practice under the same Tax ID.

If you want to sign up ALL providers in the practice that use the same Tax ID, please send a roster of each employee's first and last name, and email address to [prwebpass@ndbh.com](mailto:prwebpass@ndbh.com). **DO NOT USE THIS FORM.**

**Individual Provider** An independent provider who practices under their own Tax ID and there are no other providers who practice under the Tax ID.

**#2 Webpass Information (Incomplete application will not be registered in the WebPass System)**

Provider's First Name																								
Provider's Last Name																								
Individual Provider NPI									Telephone			-			-									
Individual Tax ID									Fax			-			-									
Zip code where services provided						(Please Do Not Use Billing Zip Code)																		
Email Address																								

**System Requirements**

In order to use the New Directions WebPass system, you must have both internet access and a web browser that supports JavaScript and Secured Sockets Layer communication. Microsoft Internet Explorer is preferred and can be downloaded for free at <http://www.microsoft.com/IE>.

**Policy Statement**

Any information created, stored or transmitted via the New Directions Behavioral Health information system is considered to be confidential business information subject to ownership, trade secret and other restricted rights, including, but not limited to, the Health Insurance

Portability and Accountability Act of 1996. The information is owned by New Directions and/or its subsidiaries, owners and affiliates who reserve all rights in and to such information.

Access to the New Directions extranet information network is a privilege that may be revoked at any time for inappropriate use, including, but not limited to, the deletion, copying or distribution of proprietary or otherwise restricted information or files. New Directions takes no responsibility for computer hardware or software owned by private individuals whether they are employees, or non-employees, who decide at their own risk to pursue business activities through the use of an access network or method external to the properties of New Directions. Furthermore, passwords should be changed periodically, and especially when personnel changes occur.

**By signing this request form the undersigned requester states that he/she is authorized to legally bind himself/herself and/or the Requesting**

Entity and that use of the New Directions information system will be in conformance with this Agreement and applicable laws.

**By signing this Agreement, you acknowledge that you have read it and agree to comply.**

**#3 Sign Agreement**

Requester's Printed Name : \_\_\_\_\_

Requester's Signature: \_\_\_\_\_ Date \_\_\_\_\_