



User Access Description

Independent Provider - Provider Administrator. This person is enrolled with the CFO and usually works as an Independent Provider. The following aspects describe this type of access:

1. The user may view and submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may view and modify certain elements of their information with the CFO.
4. The user may agree to certain First Steps Agreements online.
5. The user may select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.
8. Assuming access - the user may submit Progress Notes online.
9. Assuming access - the user may view IFSP information online.

Agency Provider - Non-Billing. This user is an enrolled Provider, usually with an Agency. The following aspects describe this type of access:

1. The provider may view - but not submit - claims online.
2. The provider may view and print authorizations and authorization information.
3. The provider may view - but not modify - certain elements of their enrollment with the CFO online.
4. The provider may agree to certain First Steps Agreements online.
5. The provider may select the email notifications to receive online.
6. The provider may read certain communications from DESE online.
7. The provider will not be able to view payment/remittance information online.
8. The provider may submit Progress Notes online.
9. Assuming permission - the provider may view IFSP information online.

Agency Provider – Billing. This person is an enrolled Provider, usually with an Agency. The following aspects describe this type of access:

1. The provider may view and submit claims online.
2. The provider may view and print authorizations and authorization information.
3. The provider may view and modify certain elements of their enrollment with the CFO online.
4. The provider may agree to certain First Steps Agreements online.
5. The provider may select the email notifications to receive online.
6. The provider may read certain communications from DESE online.
7. The provider will not be able to view payment/remittance information online.
8. The provider may submit Progress Notes online.
9. Assuming permission - the provider may view IFSP information online.

Agency Claims and Billing. This person is not enrolled as a provider with the CFO but works at the Agency in an office support role. The following aspects describe this type of access:

1. The user may view and submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may not view and modify certain elements of the Agency information with the CFO.
4. The user may not agree to certain First Steps Agreements online.
5. The user may not select the email notifications to receive online.
6. The user will not be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.
8. The user may not submit Progress Notes online.
9. The user may not view IFSP information online.

Agency Administrator. This person is not enrolled as a provider with the CFO but works as an Agency Administrator. The following aspects describe this type of access:

1. The user may view and submit claims online.
2. The user may view and print authorizations and authorization information.
3. The user may view and modify certain elements of their information with the CFO.
4. The user will not be able to agree to certain First Steps Provider Agreements online. The user will have access to Agency Agreements online.
5. The user may select the email notifications to receive online.
6. The user will be able to read certain communications from DESE online.
7. The user will be able to view payment/remittance information online.
8. The user will not be able to submit Progress Notes online.
9. Assuming access - the user may view IFSP information online.