EmblemHealth Role Permissions Table

Menu	Sub Menu	Functionality	1. Administrator	2. Clinical Staff	3. Billing Staff	4. Appointment Scheduler
Home Page		View and Access home page	✓	✓	✓	✓
Logged in Users Profile Menu	Home Page	View and Access home page	✓	✓	✓	✓
	Portal Profile	View and edit my profile details	✓	✓	✓	✓
	Portal Settings	View and edit my setting details	✓	✓	✓	✓
	Portal Settings	Change Password	✓	✓	✓	✓
	My Messages	View messages (only see their own messages)	✓	✓	✓	✓
	My Messages	Create and Follow-up Messages includes attachment(patient, claims, external files)	✓	✓	✓	✓
	Logout	Portal Logout	✓	✓	✓	✓
Member Management	Eligibility	Search and View member Details and SBC (Summary of Benefits and Coverage)	✓	✓	✓	✓
	Bulk Eligibility Check	Bulk Eligibility Search	✓	✓	✓	✓
	PCP Member Panel Report	PCP Provider Search and PCP Member Panel Report Generate and Export Report	✓	✓	✓	✓
Claims	Search Claims	Search, View and export claim	✓	✓	✓	✓
	Create Claim	Create claim, Submit and Estimate	✓	✓	✓	
	Search EOP	Search and View EOP	✓	✓	✓	✓
Referrals	Search Referrals	Search, View and Export Referral	✓	✓	✓	✓
	Create Referrals	Create, Edit and Submit Referral	✓	✓		
Preauthorization	Search Preauthorization	Search, View and Export Preauth	✓	✓	✓	✓
	Create Preauthorization	Create, Edit and Submit Preauth	✓	✓		
	Preauthorization Check Tool	Preauthorization Check	✓	✓		
	Request Benefit Extension	Create & Submit Benefit Extension	✓	✓		
Dental Pre-Determination	Search Pre-Determination	Search, View and Export Pre-D	✓	✓	✓	✓
	Create Pre-Determination	Create Pre-D and Estimate & Submit a Pre-D	✓	✓		
Provider Profile	N/A	Search and View Provider	✓	✓	✓	✓
	N/A	Update Provider Profile and Upload Attachments	✓	✓		
Create ER Notifications	N/A	Create ER notifications	✓	✓	✓	✓
User Management	N/A	Search & View Users	✓			
	N/A	Create a new portal user	✓			
	N/A	Edit an Existing portal user	✓			
	N/A	Change Password/deactivate users	✓			
Resources	Documents	View and Access user generated reports (excel)	✓	✓	✓	✓
	Resource Center	Access to CMS page for External/Additional Links	✓	✓	✓	✓
	Contact Us	Access to CMS page for contact information	✓	✓	✓	✓

Areas of Access