

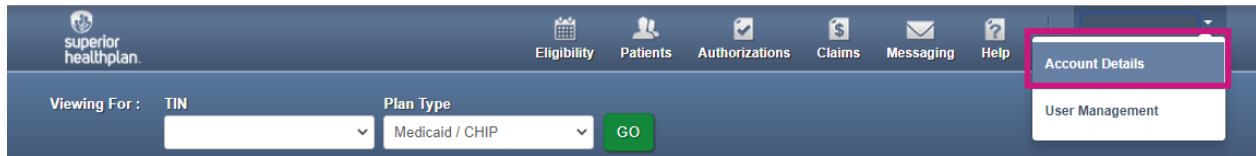
Update Provider Demographic Information

Secure Provider Portal

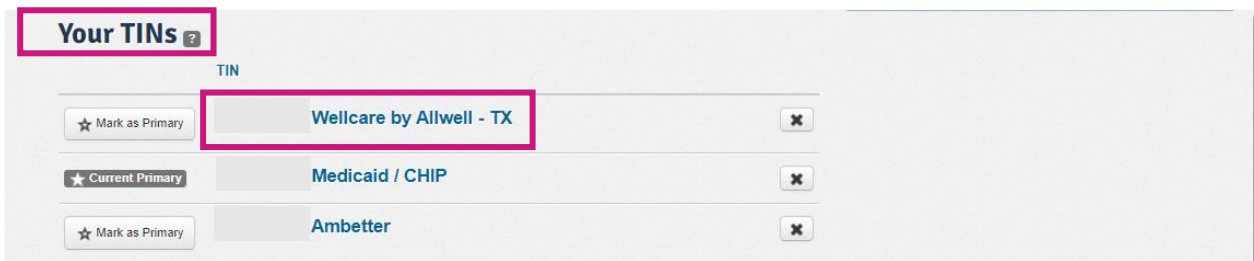


To update provider demographic information using Superior's Secure Provider Portal please follow the steps below:

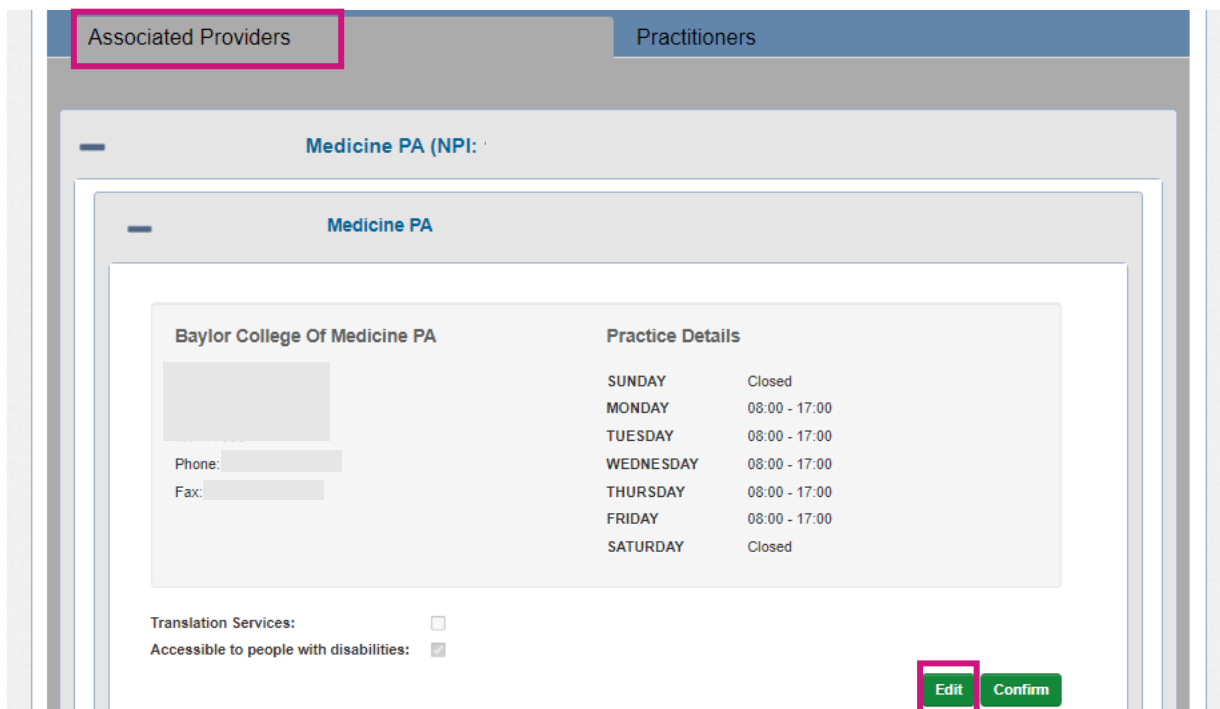
1. Go to Provider.SuperiorHealthPlan.com and log in to Superior's Secure Provider Portal.
2. From the Main Tool Bar select **Account Details** under the User Name.



3. To modify information for a Specific TIN, select a TIN listed under **Your TINs**.



4. To update information for a provider, select their name under the **Associated Providers** tab.
 - A list of possible service locations will appear. Select the provider you want to update.
 - To edit the selected provider click **Edit**.



5. Add the new location address by filling in the information in the fields, **Address Line1**, **Address Line2** (if applicable), **City**, **State**, **Zip Code**, **Phone** and **Fax**.
 - If applicable, providers can also update:
 - Office hours under **Practice Details**.
 - **Accessibility Options** offered to members.
 - To save your changes click **Update**.

This information will update on [Superior's Find a Provider webpage](#).

The screenshot shows a web form for updating provider information. At the top, there are tabs for 'Associated Providers' and 'Practitioners'. The main heading is 'Medicine PA (NPI:)'. Below this, there's a sub-heading 'Medicine PA'. The form is for 'Baylor College Of Medicine PA'.

The form is divided into several sections:

- Address and Contact Information:** Fields for Address Line 1, Address Line 2, City, State (dropdown), Zip Code, Phone, and Fax.
- Practice Details:** A section titled 'Select All Practice Details' with a checkbox. Below it is a table for selecting office hours by day of the week. Each row has a checkbox, the day name, and four dropdown menus for time selection (HH:MM - HH:MM).

Day	Start Time	End Time
<input type="checkbox"/> SUNDAY	00 : 00	00 : 00
<input type="checkbox"/> MONDAY	08 : 00	17 : 00
<input type="checkbox"/> TUESDAY	08 : 00	17 : 00
<input type="checkbox"/> WEDNESDAY	08 : 00	17 : 00
<input type="checkbox"/> THURSDAY	08 : 00	17 : 00
<input type="checkbox"/> FRIDAY	08 : 00	17 : 00
<input type="checkbox"/> SATURDAY	00 : 00	00 : 00

 Below the table are 'Closed' and 'Open 24hrs' buttons.
- Accessibility Options:** A section with a checkbox for 'Translation Services' and a checked checkbox for 'Accessible to people with disabilities'. Below this is a list of accessibility options with checkboxes:
 - Parking space curb ramps, loading zones at building entrance
 - Doorways wide enough to ensure safe passage for mobility aids
 - Wheelchair accessible restrooms with grab bars and accessible lavatories
 - ASL signage and raised tactile text characters at office elevators and restrooms
 - Medical equipment accessible to patients using mobility aids
 - Exam rooms accessible to patients using mobility aids

At the bottom right, there are 'Update' and 'Cancel' buttons.

To contact your local Account Manager for assistance, please visit SuperiorHealthPlan.com/FindMyAM.

Please Note: All delegated providers, please contact your delegate for any changes. All demographic updates for delegated providers must be routed through the delegate for submission to Superior.