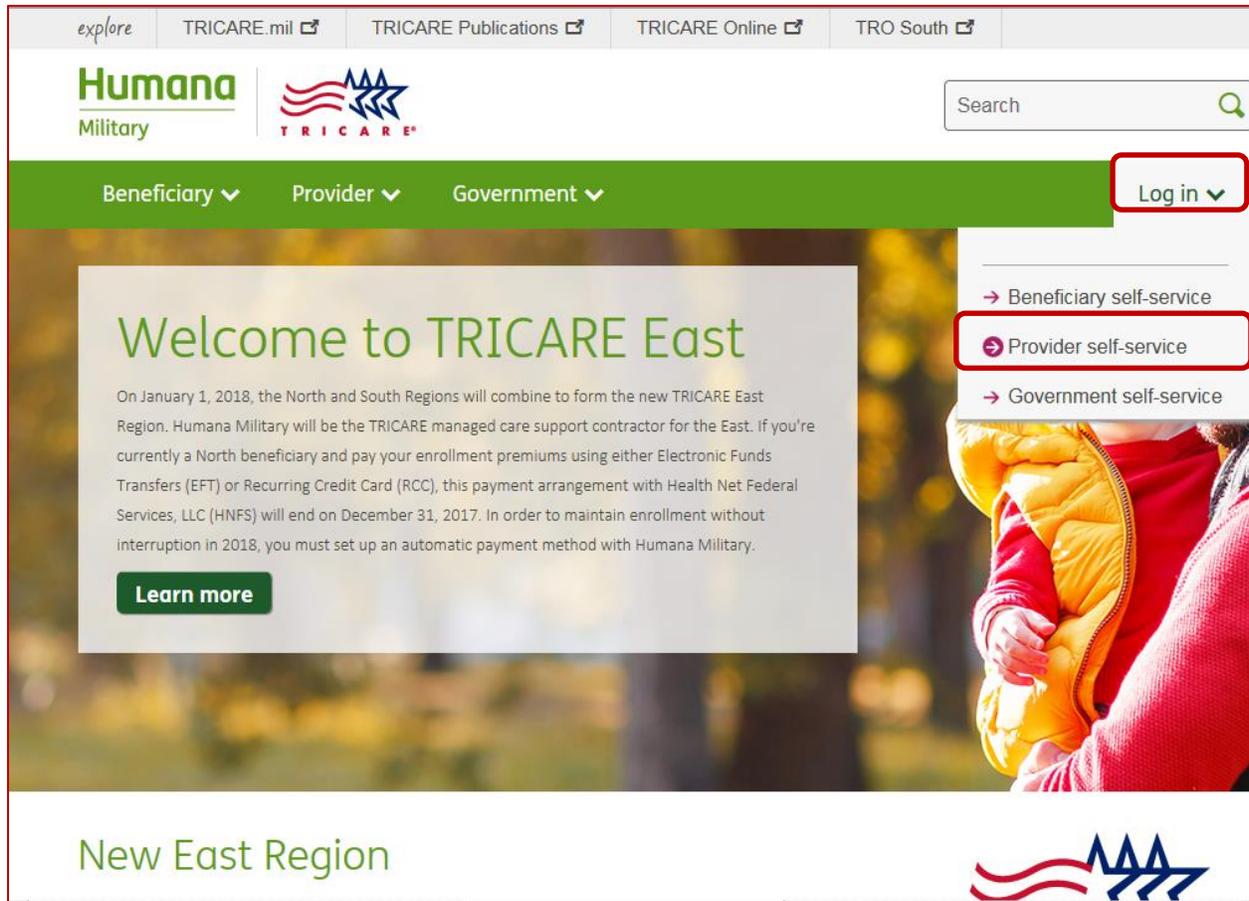


## SIGNING UP FOR HUMANA MILITARY

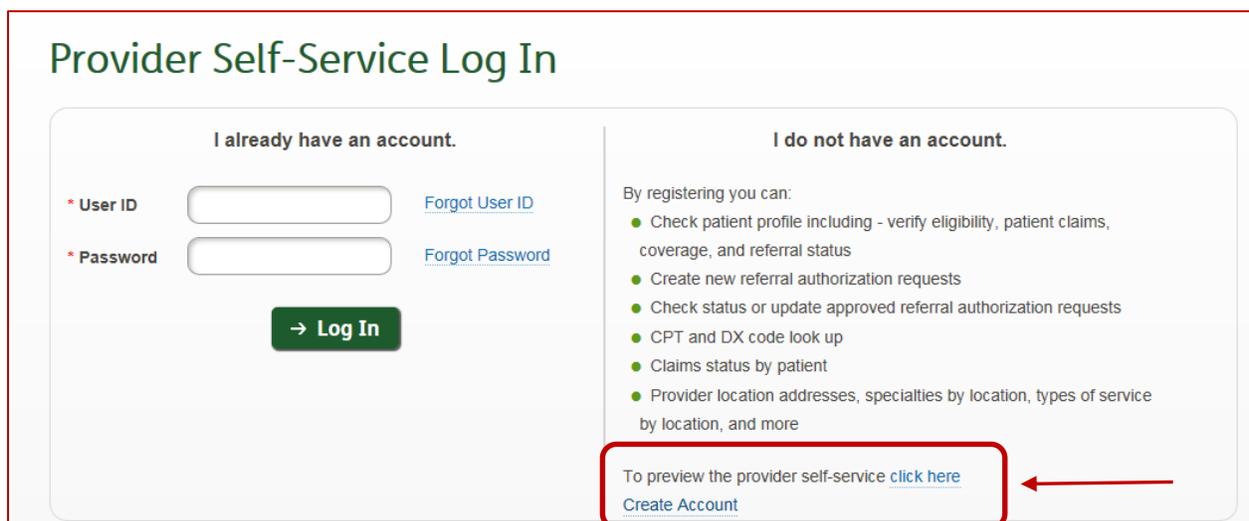
Click on this link: <https://www.humanamilitary.com/>

Hoover over **Log In** then select **Provider self-service**



The screenshot shows the Humana Military website. At the top, there are navigation links: explore, TRICARE.mil, TRICARE Publications, TRICARE Online, and TRO South. The Humana Military logo and the TRICARE logo are on the left. A search bar is on the right. Below the logo is a green navigation bar with 'Beneficiary', 'Provider', and 'Government' dropdown menus. A 'Log in' dropdown menu is open, showing three options: 'Beneficiary self-service', 'Provider self-service', and 'Government self-service'. Red arrows point to the 'Log in' button and the 'Provider self-service' option. Below the navigation bar is a large banner with the text 'Welcome to TRICARE East' and a 'Learn more' button. At the bottom, there is a 'New East Region' section with the TRICARE logo.

Click on **Create Account**



The screenshot shows the 'Provider Self-Service Log In' page. It has two main sections: 'I already have an account.' and 'I do not have an account.' The 'I already have an account.' section has fields for 'User ID' and 'Password', both with asterisks. There are links for 'Forgot User ID' and 'Forgot Password'. A green 'Log In' button is below the fields. The 'I do not have an account.' section has a heading 'By registering you can:' followed by a list of benefits: 'Check patient profile including - verify eligibility, patient claims, coverage, and referral status', 'Create new referral authorization requests', 'Check status or update approved referral authorization requests', 'CPT and DX code look up', 'Claims status by patient', and 'Provider location addresses, specialties by location, types of service by location, and more'. At the bottom, there is a link 'To preview the provider self-service click here Create Account'. A red arrow points to this link.

**CREATE ACCOUNT**

**Step One:** Click **Continue** on the bottom

## Create Account

1 Getting Started   2 Create User ID and Password   3 General Information   4 User Agreement   5 Confirmation

This page will guide you through the process of creating an account for access to **Provider Self-Service**. Creating an account only takes a few minutes.  
**Warning!** This site is for the exclusive use of Humana Military Providers, their employees or those rendering services for those providers.  
Unauthorized access to this site may result in criminal or civil prosecution. [Create Account Example](#)

**Consent Notification**  
You can access Humana Military Automated Information System. By using this system you consent to the terms of the Privacy Act Statement.

**Privacy Act Statement**  
This statement serves to inform you of the purpose for collecting personal information required by Humana Military Automated Information System (Humana Military) and how it will be used.

**AUTHORITY:** 10 U.S.C. 1079 and 1086; 38 U.S.C. Chapter 17; 32 CFR Part 199, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); and E.O. 9397 (SSN), as amended.

**PURPOSE:** To obtain information from individuals to validate their eligibility as health care providers and staff, grant access to the Humana Military website, and provide provider services available through Humana Military to validated individuals, including physician referrals, healthcare authorizations, claims payment, assignment of beneficiaries to physicians, and informational contact with validated beneficiaries.

**ROUTINE USES:** Information collected may be used and disclosed generally as permitted under 45 CFR Parts 160 and 164, Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules, as implemented by DoD 6025.18-R, the DoD Health Information Privacy Regulation. Information may also be used and disclosed in accordance with 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, which incorporates the DoD "Blanket Routine Uses" published at: <http://dpclid.defense.gov/Privacy/SORNsindex/Blanket-Routine-Uses/> Information collected from you may also be shared with the Departments of Health and Human Services and Homeland Security, and other Federal, State, local, and foreign government agencies, private business entities under contract with the Department of Defense, and individual providers of care, on matters relating to eligibility, claims pricing and payment, fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits, and civil or criminal litigation.

**DISCLOSURE:** Voluntary; however, failure to furnish all requested information will result in an individual not being able to access provider services available through the Humana Military website. For more information on Humana Military's privacy practices, including web site Terms of Use and Internet Privacy Statement [click here](#).

**→ Continue**

 ←

**Step Two:** Fill out the Create User ID and Password information, type in the security code, then click **Submit**.

## Create Account

1 — 2 — 3 — 4 — 5

Getting Started   Create User ID and Password   General Information   User Agreement   Confirmation

*User ID	<input type="text" value="ksmith1976"/>	Must contain 8 - 16 letters and numbers.
*Password	<input type="password" value="••••••••"/>	Passwords must be 8 - 16 characters long and contain at least one letter, one number and one of these special characters ! @ # \$ - _ = +
*Confirm Password	<input type="password" value="••••••••"/>	
*AKAName	<input type="text" value="Pasmunsonkari"/>	AKAName is used when communicating with Humana Military and will not be used to log in. Must contain 6 - 16 characters and does not require numbers or special characters.
*Password Question 1	"Name of your street where you first grew up" ▼	It is recommended that you use all lower case and avoid special characters in your response because during a password reset, you must match your answer exactly.
*Password Answer 1	<input type="text" value="Boone"/>	
*Password Question 2	"Name of your first grade teacher" ▼	It is recommended that you use all lower case and avoid special characters in your response because during a password reset, you must match your answer exactly.
*Password Answer 2	<input type="text" value="Mr Heller"/>	

\*Indicates a required field.

Please enter the below letters in the image to continue.

  
[Generate New Image](#)  
Type the code from the image

**Step 3:** Fill in the General Information section the click on **Continue**.

The screenshot shows the 'Create Account' form at step 3, 'General Information'. The progress bar at the top indicates the following steps: 1. Getting Started, 2. Create User ID and Password, 3. General Information (highlighted), 4. User Agreement, and 5. Confirmation. The form fields are as follows:

- \*Full Name:** Kari Smith
- \*Job Title:** Regional Educator
- \*Email:** ksmith5@mhc.net
- \*Confirm Email:** ksmith5@mhc.net
- \*Work Phone:** 231 - 935 - 2296 Extension: [ ]
- \*Supervisor Name:** Amy Mamol

A red box highlights the '→ Continue' button, with a red arrow pointing to it from the right.

**Step 4:** Click on I accept this agreement then click on **Continue**.

The screenshot shows the 'Create Account' form at step 4, 'User Agreement'. The progress bar at the top indicates the following steps: 1. Getting Started, 2. Create User ID and Password, 3. General Information, 4. User Agreement (highlighted), and 5. Confirmation. The form content is as follows:

**Humana Military Security and Information Protection Agreement**

I hereby acknowledge that the information I will access through the MyHMHS for Providers Internet applications is confidential and the unauthorized disclosure of which is prohibited by state and federal law. I agree not to make any unauthorized disclosure of such information. I further agree that all passwords I select or that are assigned to me by Humana Military for access to this information are in strict confidence and shall not be disclosed to any third parties. Do you accept this Humana Military Security and Information Protection Agreement?

I accept this agreement. ←

I do not accept this agreement.

A red box highlights the 'I accept this agreement' radio button, with a red arrow pointing to it from the right. Below the form, a red box highlights the '→ Continue' button, with a red arrow pointing to it from the right.

**Step Five:** Click on [Add a Provider to Account](#).

## Create Account

1 Getting Started    2 Create User ID and Password    3 General Information    4 User Agreement    5 Confirmation

**Congratulations!**

You have successfully completed the account creation process. You have been signed into the site with your new User ID and Password and will receive an email confirmation of your access to the site.

Next you will want to request access to provider information. The Add a Provider page will guide you through this process.

→ Add a Provider to Account
→ Continue to Provider Self-Service

Home | Contact Us | Privacy | Internet Privacy | Terms of Use | Order Login | Newsroom | Humana Military | Humana Veterans | Careers

### **ADD PROVIDER**

**Step One:** Click Continue

## Add Provider

1 Review Information    2 Enter Provider ID    3 User Agreement    4 Approval Options    5 Validation    6 Confirmation

A Provider ID is a nine digit number. (TIN) is the nine digit Tax Identification Number. (SSN) is the nine digit individual physician/provider Number. An (EIN) is an Employee Identification Number, which could be the nine digit TIN or SSN. For the purposes of this process you will need a TIN and SSN.

Step 2 of adding a provider will ask you to enter the Provider ID for the provider which you are requesting access. Enter either the Provider ID or TIN appropriate. You will be able to request access to more than one Provider ID, but you must process them one at a time.

If you would like to see an example, click the links below.

When you are ready to proceed, click the Continue button below.

[Example for Validation with Provider Activation Code](#)

[Example for Validation from Existing Referral Information](#)

[Example for Manual Approval Process](#)

→ Continue

**Step 2:** Click on TIN then enter your facility tax ID then NPI, click **Continue**.

**Add Provider**

Review Information **2** Enter Provider ID 3 User Agreement 4 Approval Options 5 Validation 6 Confirmation

Please select the identification option for the Provider ID.

TIN  SSN

Then enter the provider's TIN or SSN and a correlating NPI (National Provider Identifier).

\* Provider ID

\* NPI

**→ Continue**

**Step 3:** Click on I accept this agreement then click **Continue**.

**Add Provider**

Review Information **3** Enter Provider ID 4 Approval Options 5 Validation 6 Confirmation

I hereby acknowledge that the information I will access through the Secure Provider Portal applications is confidential patient and physician information. I agree not to make any unauthorized disclosure and will treat such information as confidential. I further agree that all passwords I select or that are assigned by Humana Military for access to this information shall be confidential and shall not be disclosed to any third parties. Do you accept this Humana Military Security and Information Protection Agreement?

I accept this agreement.  I do not accept this agreement.

**→ Continue**

**Step 4:** When you get to this screen you have to CALL: **1-800-444-5445**, Pick option 2 then the option for obtaining Access Code. When you do that they will give you an access code to get immediate access. Click on **Activation Code**. Then click **Continue**.

## Add Provider

✓ ✓ ✓ 4 5 6  
 Review Information   Enter Provider ID   User Agreement   Approval Options   Validation   Confirmation

### Approval Options

**Activation Code** ←

- Immediate Access
- Enter the Activation code obtained from a Humana Military Representative.
- Activation code is only valid for the Provider ID Authenticated during your call with Humana Military.

**Referral Fax Key Code**

- Immediate Access
- Enter the Key Code from a Humana Military TRICARE Referral/Authorization fax.
- Key Code is only valid for the Provider ID shown on the fax.
- [See an example fax](#)

**Humana Military Provider Representative On Site**

- Immediate Access
- Humana Military Provider Representative grants access by entering key information.

**Manual Approval Process**

- Access requests processed either by your local site administrator (if one exists) or by Humana Military security personnel.
- Requests routed to Humana Military are processed within three business days, often within one business day.
- Requests for which a local site administrator exists are routed to that site administrator. Humana Military has no control over site administrators process access requests.

→ Continue ←

**Step Five:** Type in the activation code then click **Continue** to proceed to the confirmation.

## Add Provider

✓ ✓ ✓ ✓ 5 6  
 Review Information   Enter Provider ID   User Agreement   Approval Options   Validation   Confirmation

Please enter the Activation Code.

\*Activation Code

← Back
→ Continue