Accessing The Early Intervention Program (EIP) Provider Portal

These steps will get you started with using the EIP Provider Portal via SecureAccess Washington (SAW).

**Step One:**
You can connect to SAW through [https://secureaccess.wa.gov](https://secureaccess.wa.gov)

*Already have an account?* Log in to your existing account and skip to **STEP FOUR**

*New SAW user?* Create an account by clicking “create one” under the “login” button.

**Step Two:**
You will need to create a SAW account. Please insure your information is accurate, as you will be asked to confirm your identity once you have requested access to the Provider Portal.
Step Three:
Once you have submitted your account information, you will be prompted to check your email. Please click the link in your email you receive from SAW to continue your registration for the Provider Portal.

Image above: Welcome to SecureAccess Washington email

Continued on next page
Step Four:
You will now need to add the Provider Portal to your SAW account

You will click the red button that says “Add a New Service” and be directed to another screen, below

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.

You will then select “I have been given a code”.

DOH 410-086, February 2020
You will then enter your service code in to the appropriate form box. The service code for the Provider Portal is **159391**. You will then click “submit”

**ADD A NEW SERVICE**

You will then be asked a series of three questions from your public record in order to confirm your identity. This is to ensure client information is kept confidential by those authorized to access the information. If you do not know the answer to a question, the system will provide additional questions.

**Step Six:**
Once you have verified your identity, then you will need to register your facility with the portal.
- Please use your name for the provider first and last name
- The taxpayer ID must match the ID contracted with EIP
If you do not know your State Vendor ID, please email EIP.ClaimsPayments@DOH.WA.GOV and a staff member will provide it for you.

Once your registration is complete, your request will be sent to EIP. Please allow 1 business day for activation. We cannot active you on state holidays or weekends. You will receive an email when your registration has been activated.

Note: Due to SAW system updates, your screen may look different.

**Step Seven:**
You will then access SAW and have to choose an authentication method every time you log in. This ensures that the staff member assigned to the account is using the service, protecting EIP client confidentiality. You will need to also agree to the DOH terms and conditions of use by pressing “ok” once you authenticate your identity.

**Step Eight:**
Congratulations, you now have access to the portal! From here you can:

- Check client eligibility
- Download remittance advices
- Access EIP materials such as contracting documents, fee schedule and forms

To access these portions of the portal, simply click the link that you wish to see.
Verifying Client Eligibility

1. Click “Check EIP Client Eligibility” on the portal homepage.
2. You must have two forms of client identification
   a. EIP client ID plus DOB
   b. EIP client ID plus last 4 of SSN
   c. EIP client last name, first initial and DOB
   d. EIP client first name, last initial and DOB
3. You can check past or current date

Eligibility Lookup Successful

Search done on 4/7/2017 2:38:08 PM
Your Search for:

Client ID: 11054
Date of Birth: 12/23/1955
Date of Service: 03/01/2017

Your Early Intervention Program Client ID is 11054 and your current eligibility settings are:

- Eligible for Medical Care Costs Assistance: Yes
- Eligible for Dental Care Cost Assistance (Thru EIP): Yes
- Remaining EIP Dental Cap: $0.00
- Eligible for Mental Health Care Cost Assistance: Yes

Eligibility Effective Date: 12/01/2016
Eligibility Expiration Date: 06/30/2017

Active Health Insurance. Please remember to include Explanation of Benefits from the primary carrier with any claims submitted.

- The results will verify time and date of eligibility verification.
- Will provide client ID for your records
• Medical Care Costs Assistance
  o Yes: EIP will assist with clients cost-share for EIP covered services listed on our fee schedule
  o No- EIP will not assist with client’s cost share

• Eligible for Dental Care Cost Assistance (Thru EIP)
  o Yes: EIP will pay for clients cost-share for EIP covered dental services listed on our fee schedule
  o No: EIP will not assist with client’s dental costs

• Part A
  o Eligible for Dental Care Cost Assistance (Thru Part A): Note
    *** We cannot confirm Part A eligibility. Please contact Lifelong at 206-957-1716 for Part A Dental Care eligibility information.****
    ▪ Clients who reside in King, Snohomish and Island counties are not eligible for EIP dental benefits. They may be eligible for services through Lifelong, who administers Part A

• Remaining EIP dental cap
  o Clients who are eligible for EIP dental services are entitled to $2000 per calendar year (Jan 1-Dec 31)
  o Additional funds may be available for medically necessary procedures. Your office will need to submit a Benefit Exception Request for consideration.

• Eligible for mental health care cost assistance:
  o Yes: EIP will assist with clients mental health care cost-share for EIP mental health services on our fee schedule
  o No: EIP will not assist with client’s mental health care costs

• Eligibility effective and end date:
  o Clients must renew EIP coverage every six months. For additional dates, please choose a different date of service.

• Active Health Insurance:
  o Active Health Insurance: Please remember to include Explanation of Benefits from the primary carrier with any claims submitted.
  o No: EIP is the primary coverage for the client, they do not have health insurance