Welcome, Providers and third-party administrators. We'd like to show you the simple steps to follow to access and complete the Online Affiliate Provider Enrollment Agreement. The Provider Enrollment Agreement is a written agreement that allows read access to Kaiser Permanente electronic medical records and claim details.

Providers and TPAs should visit kp.org/providers and select their region from the drop-down menu. Once you are in the Community Provider Portal, click on the Enroll and Register link at the top right of the page. This will take you directly to the Enroll and Register section on the Online Provider Tools page.

Step 1. Go to the Enrollment Subheadings, Provider Group or Sole proprietor or third-party administrator, click on the Online Affiliate Enrollment Agreement Link and review the information. As you complete the required actions on each page, you will click Next to advance to the next step.

Step 2. Read the overview of the Provider Enrollment Agreement process in its entirety.

Step 3: Identify your organization type by choosing from the drop-down menu. If you are a third-party administrator, your next step will be to upload a completed TPA attestation form. If you don't have one completed, you can click the TPA Attestation Form link on this page to retrieve it. When completing the attestation form TPAs should enter their company name at the top of the form. In the bottom section, all information must pertain to the vendor or group for which access is being requested, including the vendor or group name and any associated details, ensuring all entries are accurate and complete.

Keep in mind, the following steps apply to all providers and third-party administrators.

Step 4. Complete contact information for the selected group administrator and your organization. Phone number is optional but preferred, so we can easily contact you if any issues arise.

Step 5. Review the letter of agreement. Confirm that your organization accepts the terms and conditions.

Step 6. Sign the enrollment agreement. Provide your electronic signature and select the appropriate title from the list provided. And, as your final action, check all the regions that the group needs to access.

That's it! Your agreement is now complete.

You'll receive an automatic e-mail confirmation with your case number. One of our analysts will get in touch with you soon. Visit Kp.org slash Providers, your gateway to seamless patient care management.