



Aged and Disabled Waiver CareConnection© Web User Request Form
Please type or print clearly

Web User's Information

First Name	MI	Last Name	
*Preferred User Name	Email	Phone Number	
**Security Question	Security Answer		
Is this user already affiliated with another CareConnection® user account? If so, what username is already established?			

*Preferred User Name will be used unless another user has already established an account with that user name.
**Security Question and Answer will be used in the event the password needs reset or the account is locked.

Web User Requested User Access

- ***Provider CMA HMA F/EA
 - Eligibility Administrator (Only applicable to Bureau of Senior Services)
 - Bureau for Medical Services (Only applicable to Bureau for Medical Services)
- ***If "Provider" is selected, please select either CMA, HMA or F/EA outlining the type of agency for which you are requesting access

Web User Agency Affiliation: Agency for which this user is requesting access
(Section is only applicable to CMA, HMA or F/EA Web User Requests)

Must match information submitted on Provider Registration Form

Provider	Agency Number (NPI)	
Address		
City	State	Zip

Web User Agreement

I, individually and as an authorized web user of the aforementioned Provider or entity, agree that I will access and use the information available through the KEPRO – WV Aged and Disabled Waiver web site only for treatment and healthcare operations purposes (as those terms are defined in the HIPAA Privacy Rule.) I will use all reasonable precautions with respect to protecting the security of my unique login and the privacy and security of the data within this web site.

User's Signature _____ Date _____

CEO/Responsible Party/Agency Director's Authorization

I authorize the action indicated above for the specified User. I agree to promptly deactivate a User account, when a User no longer has a business purpose to access the information available within the web site.

CEO/Responsible Party/Agency Director's Signature _____ Date _____