Important Update: Secure Provider Portal Website

As part of our effort to “Go Green”, we are eliminating the paper faxes to pharmacy providers for the IEHP directory updates. Effective June 1, 2014 our network of Pharmacy Providers must validate or update their location demographics via the IEHP Secure Provider website:

In an effort to better serve our Members and our Pharmacy Providers, IEHP is now requiring important semi-annual updates in December and June, when logged into the IEHP Secure Provider Portal website. ‘As needed’ changes can be done any time too.

Pharmacy Providers who submit PERs online should have an existing account with us. When you log into the site you’ll see a new option for updating your location’s demographics. Sample screen shown below.

![Semiannual Pharmacy Provider Directory Verification](image)

This new page will display the information that IEHP has on file for the location. The initial update will require some new information for each location (i.e. pharmacists in charge name and NPI), then once validation and/or updates are complete you’ll approve for publishing in our IEHP directories. After the initial validation and update, the proceeding updates will require you to either 1) update pharmacy information not displaying correctly, or 2) approve all displayed
demographics by entering a staff members name in order to proceed with access to our provider portal tool.

If you do not have an IEHP secured site account, please contact us at 909-890-2049 to setup your location account.

Sincerely,

IEHP Pharmaceutical Services Department