

Provider Quick Start



MINIMUM SYSTEM REQUIREMENTS FOR ACCESSING ePASS®

Windows 7 Enterprise

- Chrome (80.0 or higher)
- Firefox (78.0 or higher)
- Edge (81.0 or higher)
- Adobe Reader (8.0 or higher)

Windows 10 Pro

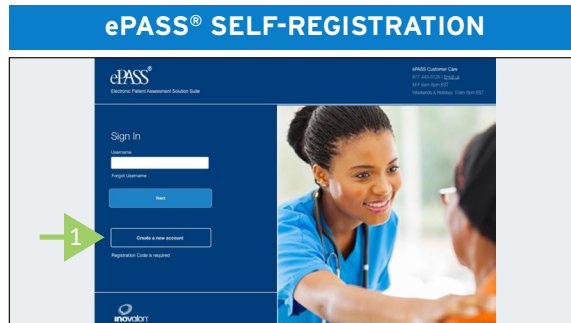
- Chrome (80.0 or higher)
- Firefox (78.0 or higher)
- Edge (81.0 or higher)
- Adobe Reader (8.0 or higher)

MAC OS

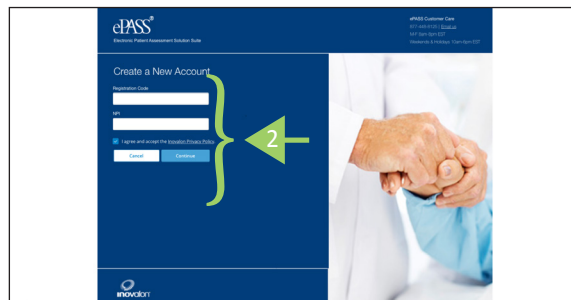
- Chrome (80.0 or higher)
- Firefox (78.0 or higher)
- Edge (81.0 or higher)
- Adobe Reader (8.0 or higher)

ePASS® Registration Code

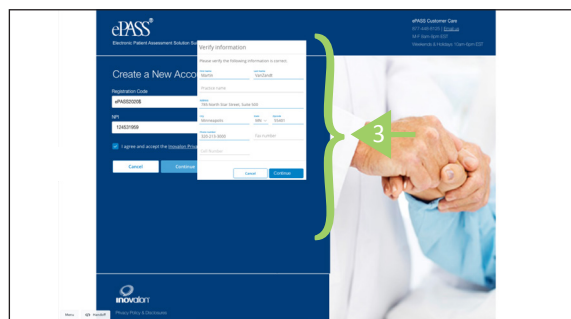
- Code valid January 1, 2023 – March 31, 2023: **epass2023!**
- Code valid April 1, 2023 – Jun 30, 2023: **epass2023#**



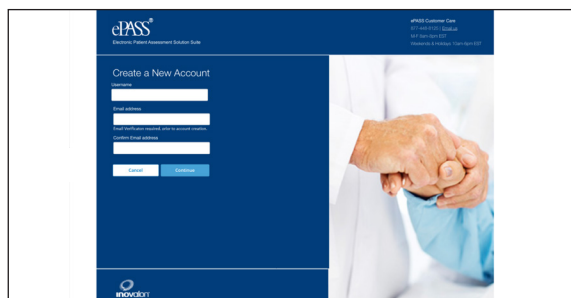
Step 1: Enter the following URL address in your browser: <https://epass.inovalonone.com>; select **Create a new account** to create your ePASS® account.



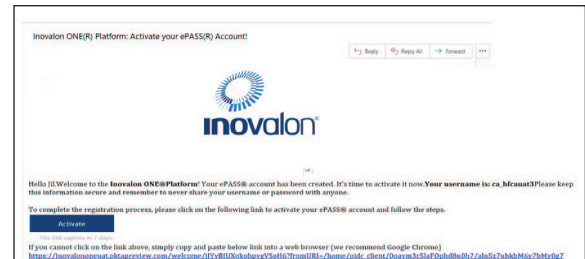
Step 2: Enter your registration code and NPI. You must agree and accept the Terms of Use and ePASS® Privacy Policy. After selecting the privacy policy checkbox, a Continue button will appear. Click **Continue**.



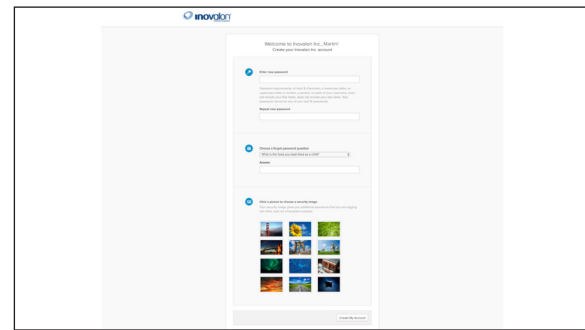
Step 3: A Verify Information window will appear, please fill out the fields in the window and select **Continue**.



Step 3.1: The following page will ask to create a username and to enter your email address. Once the fields are filled a Continue button will appear. Click **Continue**.

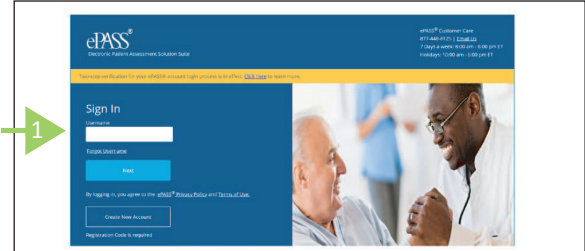


Step 3.2: You will receive an email from noreply-platform@inovalonone.com, please click **“Activate”** in the email in order to set up your account.

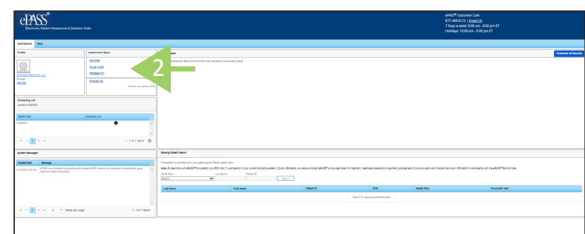


Step 3.3: Next you will be prompted to create a new password, forgot password question, and to select a security image, upon completion click **Create My Account**.

COMPLETE AN ENCOUNTER SOAP NOTE



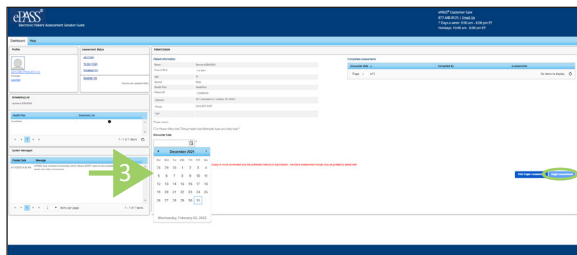
Step 1: Enter the following URL address in your browser: <https://epass.inovalonone.com>; log in to ePASS® using the username and password you created during self-registration.



Step 2: Select an **Assessment Status**, then search and select the patient to start an encounter SOAP note.

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COMPLETE AN ENCOUNTER SOAP NOTE (continued)



Step 3: Enter the date of the face-to-face assessment as the encounter date; select **Begin Assessment**.



Step 5: **Review and edit** the SOAP note to ensure proper documentation of your assessment.



Step 4: Complete the required sections in the Encounter SOAP note (required fields are identified by these icons:  and ).



Step 6: Select the checkbox to electronically sign the Encounter SOAP note and select **Submit**.

- ✓ SOAP Note
 - > ✓ Clinical Profile
 - > ✓ Subjective
 - > ✓ Review of Systems
 - ✓ Vitals
 - > ✓ Physical Examination
 - > ✓ Current Diagnoses
 - ✓ Preventive Care
 - > ✓ Assessment and Plan
 - ✓ Visit Codes

The Navigation box will display green check marks when all required sections are documented and the note is ready to be signed.

ePASS® Office Efficiency Tips

- **Clinical Associate (CA) role:** In ePASS® this role can be used to help support Providers prepare SOAP notes. Office clinical staff can be granted access and linked to providers to assist in entering information. Using this functionality greatly enhances productivity.
- **Scheduling List:** Use the downloadable Scheduling List to easily reference all plan members that are loaded in ePASS® that you can complete a SOAP note for.

Register, log in, and complete SOAP notes at
<https://epass.inovalonone.com>

For questions regarding health plan incentives, the ePASS® program or assistance using ePASS®, please contact us to speak with an Inovalon associate.

Phone: 1-844-823-9408 | Email: providerengagement@inovalon.com

Mon - Fri, 8:00 AM - 5:00 PM ET