



## Clinical Negotiation Single Case Agreement Portal

February 2020

Medical Audit & Review Solutions (MARS) has launched a HIPAA-Compliant portal that allows you to conveniently review and accept single case agreements.

### Methods of Communication

MARS sends a notification either via Fax or Email for your single case agreements.

- **Fax.** Our default method of communication is fax. We send a fax for each single case agreement that contains patient's name, date of service, and account number as well as an Access Code needed to access the single case agreement in our HIPAA-Compliant portal.
- **Email.** We send an email notification from [portal@marsauditor.com](mailto:portal@marsauditor.com) with a link to our HIPAA-Compliant portal. Once you log into the portal, you can view the single case agreements and determine if you want to accept them. For security reasons, the emails do not contain protected health information and to simplify administration, we limit the number of emails sent to your mailbox to one per day in all but exceptional cases.

### How It Works

Step 1:

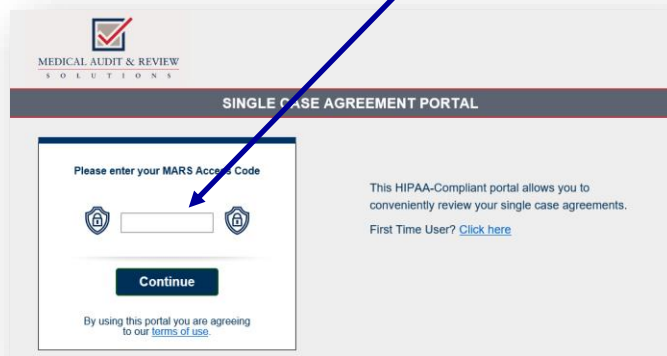
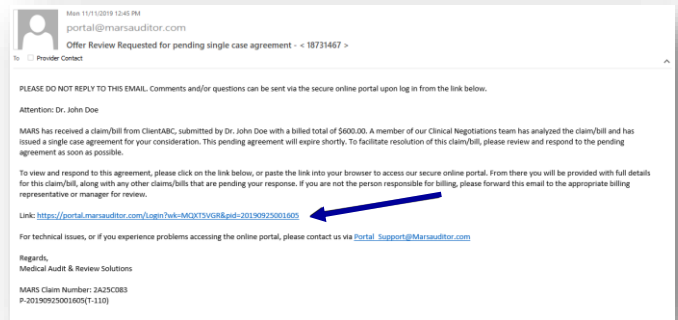
#### Fax

Go to the URL found on the single case agreement you received, and enter the given Access Code.



#### Email

Click the link provided in your email notification





Step 2:

For security purposes, enter your NPI or TIN to verify your identity. The last four digits of both numbers are shown as screen hints.

Step 3:

View a summary version of the single case agreement. If there are any additional terms or details relating to the single case agreement, you may click on the pertinent link to view the corresponding information.

Finalize the Agreement:

To complete the transaction, you will be asked to digitally sign the agreement by entering the Electronic signature provided. Once accepted and approved, you can print a copy of the agreement for your records.

Not ready to Finalize?

If you are not ready to accept the agreement but would like to view more details about the agreement or submit comments, click More Actions.

Electronic Signature:

For your security please enter the text in the below as your electronic signature confirmation.

DMYX4U →

I agree to the terms of this single case agreement.



### Review All Pending Single Case Agreements in One Place

While you are logged in, you may view a list of other pending single case agreements. Click 'View all Details' to review and accept additional single case agreements.

**SINGLE CASE AGREEMENT PORTAL**

**Your single case agreements**  
Below are the available single case agreements for TIN (123456789) you entered.

Sort By: Response Date (earliest first) Viewing 1 - 3 of 3 proposals

	Patient	DOS	Payor	Billed Charges	Agreed Amount
<a href="#">View Details</a>	Testing	09/15/2016	ClientABC	\$20,000.00	\$2,000.00
<a href="#">View Details</a>	Testing	09/15/2016	ClientABC	\$8,000.00	\$5,000.00
<a href="#">View Details</a>	Testing	07/19/2016	ClientABC	\$5,000.00	\$1,690.87

### Change Your Communication Preferences

If you would like to change your communication preference from fax to email, simple check the Go Paperless box.

**Go Paperless!**

Email single case agreements

I would like to receive future single case agreements by email instead of fax.

If you wish to go paperless, you must include your email when submitting this response.