

San Diego Regional Center

AGREEMENT FOR USE OF THE SERVICE PROVIDER PORTAL AND E-MAILING AND AUTHORIZATIONS AND TURNAROUND INVOICES AND SPECIAL INCIDENT REPORTS

As a provider of services (Service Provider) for consumers of San Diego Regional Center (SDRC), my signature certifies that I have read, understand and agree to the following terms and conditions for receiving purchase of services authorizations and/or turnaround invoices by e-mail in lieu of mail. I also understand that the authority to receive authorizations, turnaround invoices and/or special incident reports by e-mail is conditional upon compliance with the following terms and conditions:

1. Service Provider agrees E-mails must be checked on a regular basis to ensure authorizations and turnaround invoices are retrieved in a timely manner. SDRC can not send emails to multiple email addresses at one time. Turnaround invoices will be emailed only once while authorizations can be emailed multiple times.
2. Service Provider agrees to notify SDRC in writing for a request to change encryption passwords only. Change requests for new encryption passwords will not be accepted by telephone. Service Provider will maintain their own IDs and associated passwords and email addresses. SDRC can assist in maintenance of IDs, ID passwords, and email addresses in emergency situations only.
3. Service Provider agrees to comply with any notices, bulletins and/or directives provided by a regional center regarding e-mailing of authorizations, turnaround invoices, and/or special incident reports.
4. Service Provider agrees to comply with Welfare and Institutions Code Section 4514, Health Insurance Portability and Accountability Act (HIPAA), and all other applicable state and federal statutes and regulations regarding confidentiality of consumer information.
5. Service Provider accepts that this agreement is conditional and may be terminated at any time at the sole and absolute discretion of the SDRC with or without cause. Upon termination of this agreement, SDRC agrees to provide authorizations and/or turn-around invoices by mail or other methods as determined by SDRC.
6. This agreement shall be effective upon receipt by SDRC of this signed agreement.
7. Service Provider agrees to assume the responsibility and liability for all e-mailed authorizations, turnaround invoices and/or special incident reports.

Service Provider Contact Information (Please Note: A separate form is required for each **TIN**):

VendorName: _____
TIN: _____
ContactName: _____
EmailAddress: _____
Phone: _____

Encryption Passwords for Documents listed below: (passwords for both documents can be the same)

Encryption Password for Authorizations: _____
Encryption Password for Turn-Around Invoices: _____

Record this password. You will not be able to open the documents without it. Passwords are case sensitive and have a maximum of 10 characters.

Mailing Address:

(Street) (City) (State) (Zip Code)

Title of Authorized Representative: _____

Name of Authorized Representative: _____

Signature Authorized Representative: _____ Date: _____