

MALONEY ASSOCIATES, INC.

EMPLOYEE BENEFIT PLAN CONSULTANTS

Dear Provider:

Effective immediately, pursuant to HIPAA 'EDI' regulations, all providers may use the Maloney Associates website to check for eligibility and claim status. Maloney Associates, Inc. **strongly encourages** that your office use this method for the above rather than calling the Maloney Associates office directly.

All you need to use this user-friendly system is an Internet connection (ie: AOL, Yahoo, DSL, etc...)

The procedure to access the web site is as follows:

1. Open up Microsoft Internet Explorer, and go to www.maloneytpa.com
2. Click on the 'Provider Area' link on the left-hand side of the page.
3. Click on the E-Claims System link on the page that loads up.
4. Read the privacy declaration, and click the 'Accept' button stating that you agree to our policies regarding security.
5. Log in using the 'User ID' and 'Password' box. Your User ID should be your Tax ID. If you do not know your password, you can fill out the password request form located in the 'Provider Area.' Please be advised that if your Tax ID starts with '0's you must type them in.
6. You now should be presented with the main screen. From here you can change your password, or check information on a participant.
7. In the interest of security, we would like you to change your password at this point, to do so click on the 'Action' drop-down box and select 'Change Password', then click the 'Go' button. Now fill in your old password as well as your newly chosen password, and click the submit button.
8. To check information on a participant, you must enter the Member ID and choose 'Select Patient' from the Action drop-down box, and click the 'Go' button. From this point you can select the participant, and check eligibility or claim status.
9. After you are done using the website, please remember to logout.

If you have any questions regarding the use of this system, please e-mail us at techsupport@maloneytpa.com, please be sure to include your Tax ID, as well as a brief description of the problem that you are having.

Sincerely,

Anne M. Maloney
Comptroller, Maloney Associates, Inc.