

## CMSI Provider Portal Instructions

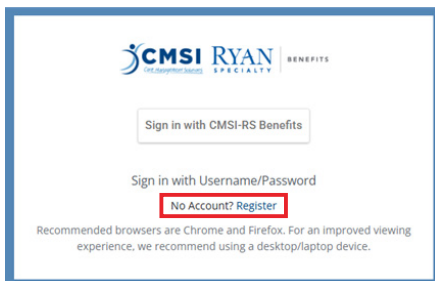
### First-Time Users

*CMSI completes medical necessity reviews. Verification of Benefits and Eligibility is the responsibility of the provider.*

*Benefits and Eligibility must be verified with the plan administrator prior to initiating any Authorization request.*

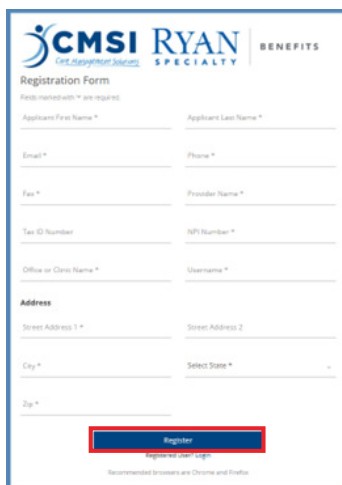
*CMSI does not complete Authorizations for secondary insurance plans.*

1. First-time users must register their account prior to submitting an Authorization Request.



The login screen for the CMSI RYAN SPECIALTY BENEFITS portal. It features the company logo at the top. Below the logo, there are two main login options: "Sign in with CMSI-RS Benefits" and "Sign in with Username/Password". A red box highlights the "No Account? Register" link. At the bottom, there is a note about recommended browsers (Chrome and Firefox) and a recommendation to use a desktop/laptop device for an improved viewing experience.

2. Complete the full registration form, click Register. Your request will be sent to the CMSI intake team for review and approval. Business hours are M-F 8-4:30 CT. Typical registration approval granted same day, during business hours. Access needs to be granted before Authorization requests can be submitted via the portal.



The registration form for the CMSI RYAN SPECIALTY BENEFITS portal. It includes fields for "Applicant's First Name", "Applicant's Last Name", "Email", "Phone", "Fax", "Provider Name", "Tax ID Number", "NPI Number", "Office or Clinic Name", "Username", "Street Address 1", "Street Address 2", "City", "Select State", and "Zip". A red box highlights the "Register" button at the bottom. A note at the bottom states "Recommended browsers are Chrome and Firefox".

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