

### **How to Obtain A Physician Exchange Portal Account?**

1. A Physician member must contact Virtua's Customer Support Center (CSC) at 856-248-6446 to open a work order to establish a network access request
2. CSC will provide a work order number that must be included on the access form
3. The Physician must complete the entire access form

### **How to Obtain A Physician Exchange Portal Account for Office Staff?**

1. A Physician or an authorized Office Staff member must contact Virtua's Customer Support Center (CSC) at 856-248-6446 to open a work order for a network access request
2. CSC will provide a work order number that must be included on the access form
3. The office staff person must complete the entire access form
4. A Physician must approve & sign the office access form
5. This PEP account will provide your staff member(s) with the ability to view Virtua clinical information including results, billing, and insurance details.

#### **A reminder:**

**It is important to notify Virtua's IS Customer Support Center, Physician Priority Line (856-248-6446) to have an account disabled, when an office staff member no longer requires a Virtua Network Account. Your cooperation is greatly appreciated.**

**IS Security Administrator**