



Appointment Scheduling Directly from your Office

Using Provider Portal and Order Facilitator

Q: What are the Provider Portal and Order Facilitator?

A: Provider Portal is a cloud-based internet scheduling application that enables area provider offices to schedule and confirm outpatient appointments, and to print patient itineraries associated with Beebe Healthcare. The **Provider Portal** seamlessly connects to **Order Facilitator** to create and submit provider orders. These web-based tools require no hardware, software or equipment and there is no cost to you or your patients.

Q: What is the benefit to my practice?

A: Appointments can be scheduled directly, within minutes before your patient leaves your office. Order submittal, receipt and tracking become seamless. No more long hold times, busy fax lines or lost orders.

Q: How do these application work?

A: These applications provide your office with the ability to securely submit electronically signed orders for outpatient procedures, tests or services without having to call or fax requests. Simply click on the application link and log-in to search, make new appointments and print documentation. You may also cancel or reschedule existing appointments. These applications facilitate communication with other physician offices regarding patient referrals and consults. Medical necessity verification is also facilitated.

Q: What are the types of appointments that can be scheduled?

Outpatient appointments, including most Cardiology, Imaging and Laboratory can be arranged from your office. Stat and invasive procedures must be scheduled by calling the Beebe Scheduling Department at 302-645-3278. Both new and existing patients can be scheduled.

Q: How do I sign-up to begin using the Provider portal?

A: You will be asked to submit a brief application form. Usernames and passwords will be set-up and training will be provided for users. As soon as you are set up appointment scheduling can begin immediately.

Q: Who do I contact to arrange a demonstration and receive sign-up information?

Andrea Newberry, Beebe Healthcare Patient Access

302-645-3100, ext. 75252

anewberry@beebehealthcare.org

Donna Mitchell, Beebe Healthcare Patient Access

302-645-3100, ext. 8867

dmitchell@beebehealthcare.org

