EntyvioCONNECT | Entyvio® vedolizumab

EntyvioConnect Portal Quick Start

Get familiar with the basic features of this digital platform

Introduction

Welcome to the *EntyvioConnect* Portal

The *EntyvioConnect* Portal Quick Start is a reference that addresses many of the questions you may have about how to get started. From quick account setup to understanding the dashboard features, this will fast-track your understanding of the portal.
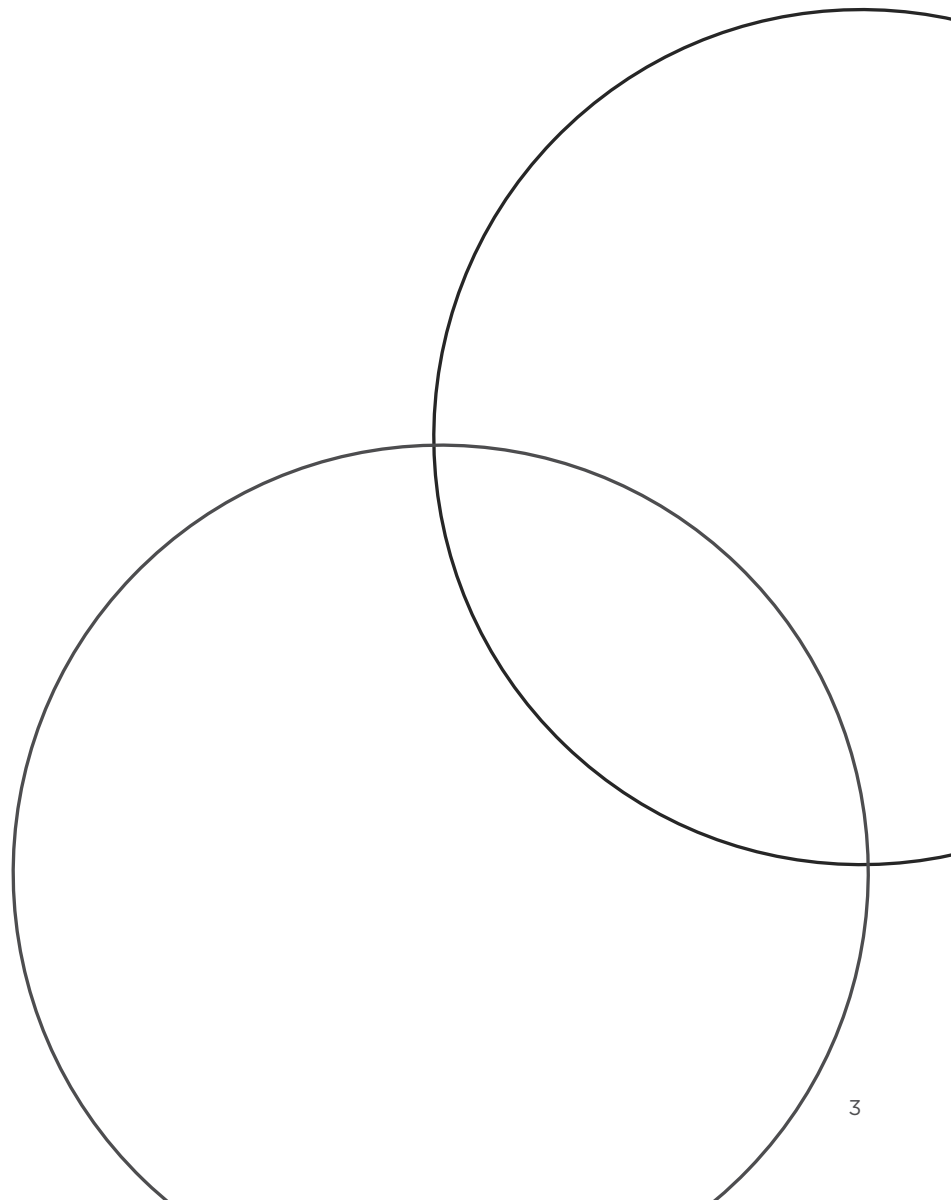
! Note: For detailed information and step-by-step instructions, please refer to the full *EntyvioConnect* **Portal User Guide**.

Table of contents

How do I set up an account for the first time?

EntyvioCONNECT | **Entyvio** vedolizumab

A Field Reimbursement Manager (FRM) will send an email to an Office Practice Manager with a link and reference code to create a profile in the *EntyvioConnect* Portal. This person is automatically designated the primary administrator.
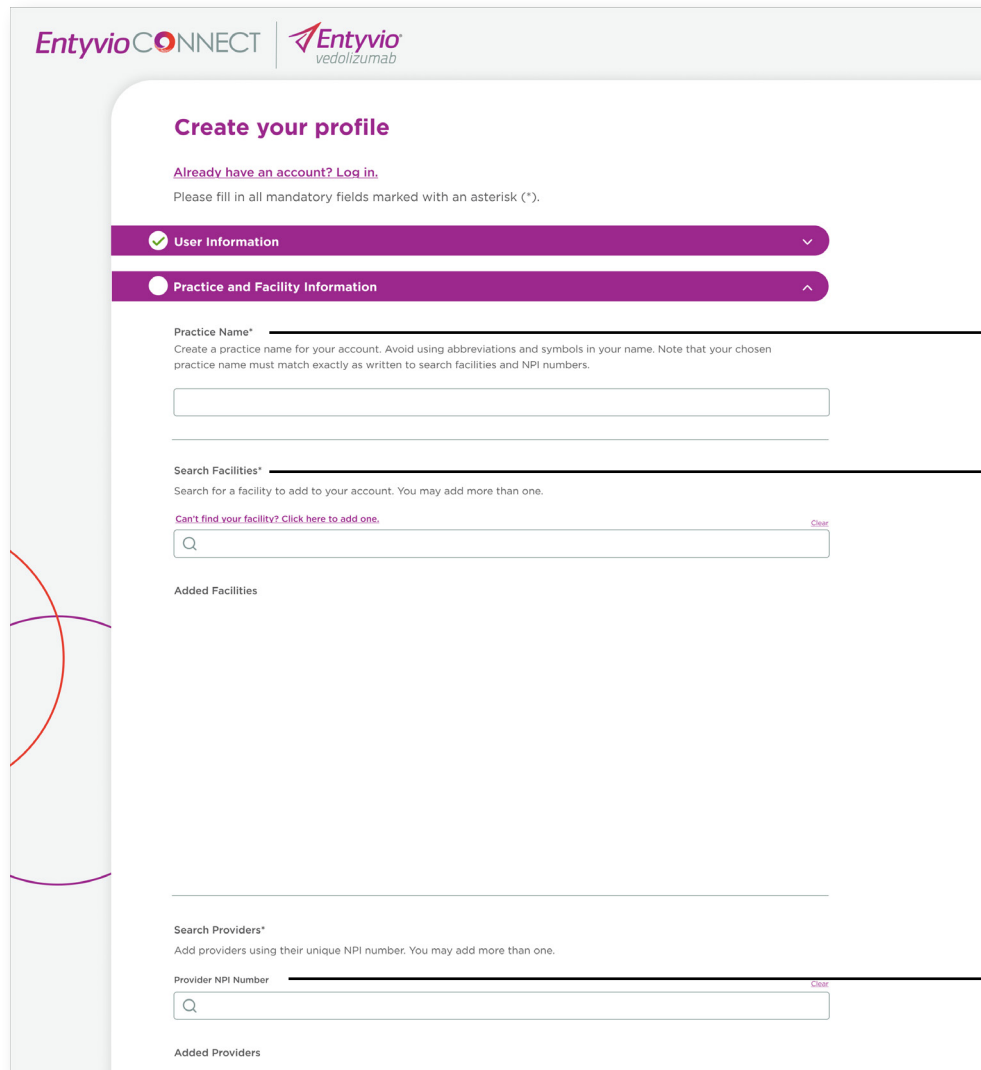
This and the following page will walk you through how an administrator can set up profiles.

1. Creating a profile requires standard user information.

2. Your username is your email address. Please ensure you enter your work email and not a personal email address.

3. Create a secure password that is 8 characters long with 1 symbol and/or capital letter and 1 number.

   Note that all users will need to update their passwords every 90 days. Users will be notified 7 days before their password expiration date.

4. When all the fields have been completed, click **Next** to go to the next section. Note that you cannot move forward if all required fields are not filled in.

4

How do I set up an account for the first time? (cont'd)

Initial practice setup

1. **Practice Name.** Choose a name that identifies your office and/or group of facilities if you have multiple locations.

2. **Search Facility.** Type in a facility name, and select the correct location in the search field. If it is not there, click the link to add a facility and fill in the required fields. Examples of facilities include infusion centers, laboratories, imaging centers, and pharmacies.

3. **Provider NPI#.** Type in a valid National Provider Identifier (NPI) number, and the corresponding name will appear in the search field.

How do I set up an account for the first time? (cont'd)

Initial practice setup

4. Add users. Invite other office practice managers to register for the portal. Add their name and work email and decide if they will have "Administrator" or general "User" access.

5. Once you press **Submit**, your account is set up, and you are instantly able to access the login page.

During the initial practice setup, administrators can add multiple facilities, providers, and users to the practice.

How do I set up an account for the first time? (cont'd)

Account setup for general users

- Once the initial account is set up, the primary administrator can add other account users to the portal either during profile creation or under **Practice Profile** in the navigation bar. The administrator can switch their role to another user and/or add other people as administrators. An email is automatically sent to the user with a link to create their own profile.

- Creating a profile for a general account user is similar to the primary administrator process except you do not have the authorization to add practice and facility information, as detailed on . Look for an email from your primary administrator with a link to create a profile.

! Once you have created your profile, you can access the *EntyvioConnect* Portal at EntyvioConnectportal.com.

Bookmark the site for quick access.

What are the main features of the dashboard?

View by

When you log in, the dashboard will default to the Patient view, as seen here on this page. Choose **Case Number** when you want a quick view of the status of a patient case.

View by: ● Patient ○ Case Number

Filters

Customize your dashboard view by patient, facility, provider, route of administration, case type, case status, or case date range.

What are the main features of the dashboard? (cont'd)

? A basic tutorial is always at your disposal by clicking the question mark on the top right.
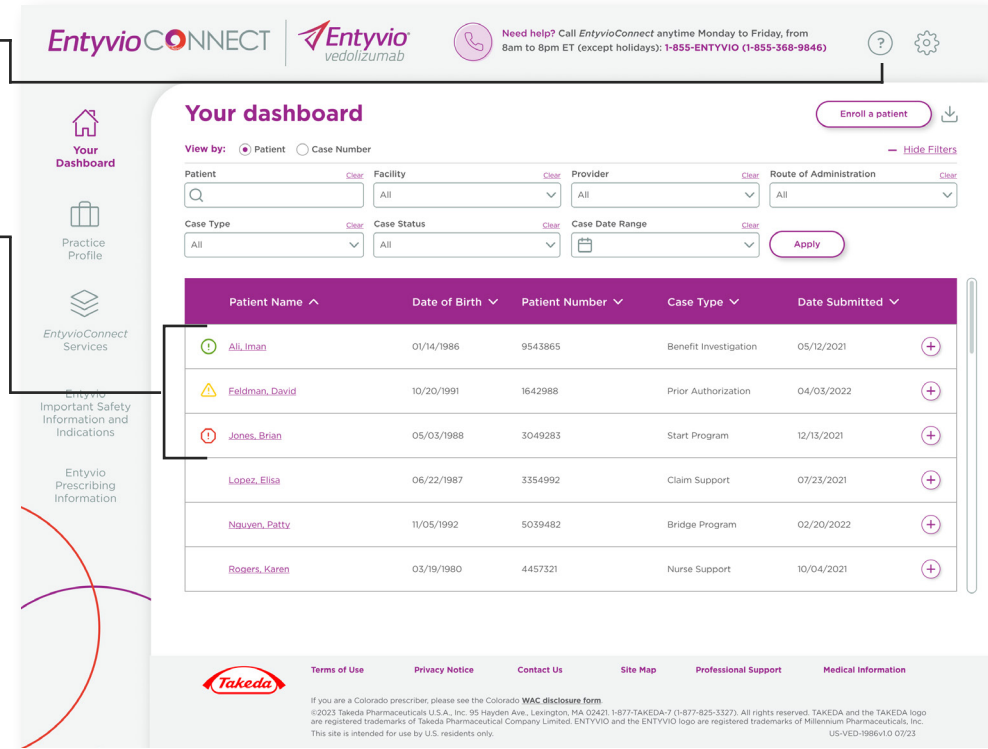
Alerts

A visual alert system is in place to notify you of updates to a patient's case or any next steps you may need to act on.

(!) **Green exclamation icon**: Alerts you to a change of status in a patient's case (eg, "Benefits investigation has been updated to complete")

⚠ **Yellow yield icon**: A warning for missing patient information or any upcoming action for you to complete

(!) **Red stop sign icon**: Notifies you that an action is past due and requires immediate action

What are the main features of the dashboard? (cont'd)

Patient information

If you need to edit any patient information, click the patient's name and update the file. Remember to save changes.

Case number

From the Patient view, click the **+** button to view case numbers. When you click the case number link, you can view the full profile of a patient's case and its current status, as well as all the information and documents you submitted to *EntyvioConnect*. Note that you cannot edit patient information in this section.

10

What are the main features of the dashboard? (cont'd)

Enroll a patient

Add new patients to the portal for *EntyvioConnect,* Co-Pay Program Only, or Patient Assistance Program.

Enroll a patient

How do I enroll a patient?

On the dashboard, click **Enroll a patient**.

Select only one of the given options.

How do I enroll a patient? (cont'd)

This example shows enrollment for *EntyvioConnect* services, excluding PAP. If a patient only requires co-pay assistance, select the **Co-Pay Program Only** button (see).

Note that the information required is consistent with the printed enrollment form. We have noted the main differences on the digital form below.

Services

Check all the services that your patient wants to enroll in. Note that **Benefits investigation** is automatically checked for you.

How do I enroll a patient? (cont'd)

Under the **Dosage and Direction For Use** section you will have to:

- Review your patient's prescription and select the route of administration

- Select between **ENTYVIO Intravenous (IV) Infusion** or **ENTYVIO Pen for Subcutaneous (SC) Injection**

For the ENTYVIO Pen, if you know the patient's preferred specialty pharmacy, type in the name.

! Please note the ENTYVIO Pen is only indicated for moderate to severe ulcerative colitis adult patients.

How do I enroll a patient? (cont'd)

Upload Documents/Signatures

There are 3 ways to submit patient and provider attestation:

- Select **Digital signature**, and type in provider and patient's/legal representative's email addresses. Upon submission of the form, a signature request will be sent via *MyEasyConsent*

- **Upload a signed document.** You may attach a signed copy of an *EntyvioConnect* form. You do not need to fill out the form if you have completed the sections digitally

- **Proxy signature.** If the provider has authorized you to sign on their behalf, you will be able to choose this option. If selected, you must check the box next to the attestation disclaimer

  Note: only primary administrators have privilege to request provider attestation for all office users. Contact your administrator if you would like to be added as a proxy signature

Under **Additional Documents**, you may upload as many documents as needed to meet the requirements of a specific *EntyvioConnect* program. **Copies of both sides of the primary and, if available, secondary insurance card are mandatory.** Examples of other documents may include clinical notes, explanation of benefits, or letter of medical necessity.

> **!** A status update will be posted on your dashboard within 2 to 5 business days—look for an alert icon next to the patient's name.

How do I enroll a patient in the Patient Assistance Program (PAP)?

To enroll a patient into PAP, click **Enroll a patient** on the dashboard and select **Patient Assistance Program** (see page 12).

The information required to enroll a patient in PAP is consistent with the printed form.

In addition to copies of both sides of the primary and, if available, secondary insurance card, which are mandatory, you must also upload one of the following patient documents as proof of program eligibility:

- Federal income tax return

- Income statement from jobs held in the previous year

- IRS Form 4506T

- SSA-1099 (social security benefit statement)

> **!** A status update will be posted on your dashboard within 2 to 5 business days—look for an alert icon next to the patient's name.

Contact *EntyvioConnect*

Phone:

1-855-ENTYVIO (1-855-368-9846), Monday to Friday, from 8 AM to 8 PM ET (except holidays)