

Adding a Surrogate

If you login to I&A and do not see a request from me to be added to your provider's account, do the following steps.

1. [Login to I&A](#) using the username and password that allows you to add connections to your providers. If your personal I&A account doesn't allow for this, you may need to login as the provider directly.
2. Click on the **My Connections** tab.
3. Scroll down until you see the first provider that I am attesting for. NOTE: There is no need to add me to the group, just the individual providers. Click on **Add Surrogate**.

The following Individual(s) or Organization(s) have been authorized to work on behalf of Randall W Marsden. Use the Add Surrogate button to initiate the process of authorizing an Individual or Organization to work on behalf of Randall W Marsden.

Add Surrogate

Name ▾	Tracking ID	Business Function	Access Status
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4. In the **Organization Name** search box, type "Randall W Marsden", and in the **ZIP** box, type "10019". Click **Search**.

[My Connection](#) ► [Add Surrogate](#)

[« Back to Previous Page](#)

Search for Organizations or Individual Providers to connect to by entering either Organization Name (with City/State or ZIP); or Last Name (for Individual Provider); or NPI (for Individual Provider or Organization).

Organization Name:	<input type="text" value="Randall W Marsden"/>	NPI:	<input type="text"/>	<input type="button" value="Search"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>	
City:	<input type="text"/>	State:	<input type="text"/>	ZIP: <input type="text" value="10019"/>

Search Results

Name ▾	Business Mailing Address
<input type="radio"/> Randall W Marsden	<input type="text"/>
<input type="button" value="View Other Name(s)"/>	

Continue ►

| [Cancel](#)

5. Click on my name, then check off **EHR Incentive Program**. Then click **Continue**.

Search Results

Name ▾	Business Mailing Address
Randall W Marsden View Other Name(s) Select the business function(s) you would like the surrogate to access on your behalf: <input type="checkbox"/> PECOS <input checked="" type="checkbox"/> EHR Incentive Program <input type="checkbox"/> NPPES (Future) Note: Access to NPPES via a connection is not currently available, but will be in the future. If you select the NPPES (Future) business function now, the surrogate will be able to access NPPES on your behalf when the functionality becomes available.	

Continue | [Cancel](#)

6. Verify that you are adding me to the correct provider, then click **Submit**.

⚠ You have requested Randall W Marsden to work on behalf of your provider. Review the information listed below before you continue.

Your Provider Information

Name:

Doing Business As (DBA):

NPI:

Surrogate Information

Name: Randall W Marsden

Business Mailing Address:

Business Function(s) Selected:

- EHR Incentive Program

To send this connection request notification to a another e-mail address in addition to what is currently on file for this surrogate, enter the additional e-mail address below.

Additional E-mail Address:

Submit | [Cancel](#)

If you are not able to perform the steps above, use the form attached to this e-mail that you will need to mail to CMS. Fill out section 3A and have your provider sign. Then send it along with a copy of government identification used with CMS to CMS External User Services (EUS) Help Desk, PO Box 792750, San Antonio TX 78279.