

OASIS Third-Party Service Bureau User Request

This form must be completed by an agency in order to:

1. **Designate a third-party service bureau user** to submit assessments on the agency's behalf
2. **Remove access** of a current third-party service bureau user to the agency in situations such as termination or turnover

A Third-Party Service Bureau is defined as follows: An outside entity contracted by the agency or a corporation to provide services. The entity is typically contracted to process submissions, but may also be contracted to retrieve and/or review report data for agencies. The entity is not limited to contracting with agencies in a single state and may provide services for agencies in multiple states.

Warning: Security regulations do not allow a user ID to be logged on to multiple sessions simultaneously. Problems may arise if the third-party service bureau user ID is used with an automated submission system and accesses multiple servers.

Please complete this form, in its entirety, electronically

Note: In order to e-mail this form, you must first save it as a text file

Instructions for downloading and saving PDF forms are available at www.QTSO.com

Type of Request (REQUIRED)

Request to Create New Third-Party Personal User ID

Request to Change: Add Agency

Remove Agency

Third-Party User's Current Personal ID:

Third-Party User Information (REQUIRED)

First & Last Name:

User Phone:

User E-mail Address:

User Physical Address:

Company Name:

Agency Information (REQUIRED)

(of the agency for which data will be submitted or reports requested)

Agency Name:

Agency Medicare Number (CCN):

NPI:

Agency Physical Address:

Agency Mailing Address:

Agency Contact Person Name:

Contact Person Title:

Contact Person Phone:

Contact Person E-mail Address:

Request Date:

Fax OR e-mail the completed form to the QTSO Help Desk

**E-mail submissions must include
agency letterhead as an attachment**

E-mail: help@QTSO.com

**Fax cover sheet must contain agency letterhead
and must come from an agency fax machine**

Fax: 888-477-7871

After submitting the request, if you do not receive e-mail acknowledgment within 2 business days, please contact us immediately

Please allow 5 business days for your request to be completed