



Please select:

Employer Link and View  
Billing Statements

www.optimahealth.com

### Portal User Profile Form

#### Group Information

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

Group # s: \_\_\_\_\_ Please indicate all main groups & subgroups you wish to access on optimahealth.com.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Tax ID # (if applicable): \_\_\_\_\_

#### Personal Information

Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
First, Middle, Last (middle initial required) "Jr., Sr., etc"

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Pager/Cell Number: (\_\_\_\_) \_\_\_\_\_ [optional] Gender: \_\_\_\_\_ [optional]

Role: HR/Benefit Administrator \_\_\_\_\_ Other (specify): \_\_\_\_\_

Are you currently a member of an Optima or Sentara health plan? Yes  No

Are you currently a broker working on behalf of an employer group? Yes  No

Supervisor's Name (print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

**NOTE:** All information, except as noted, is required. Incomplete forms will not be processed. Please e-mail completed forms to **Large\_Group\_Enrollment@sentara.com** (large group employers) or **Small\_Group\_Enrollment@sentara.com** (small group employers).

Optima Health Staff Use Only	
<input type="checkbox"/> Complete	<input type="checkbox"/> Notified

**CONFIDENTIALITY AGREEMENT**

This Confidentiality Agreement ("Agreement") by and between the undersigned and \_\_\_\_\_ ("Group") is dated as of \_\_\_\_\_, 20\_\_ This Agreement concerns the general terms and conditions for the confidential release of information to the undersigned by Sentara Health Plans, Inc. ("Sentara.") Sentara shall be an intended third party beneficiary of this Confidentiality Agreement.

In consideration of the confidential release of information ("Information") to the undersigned regarding Sentara and/or members of insurance groups administered by Sentara ("Members"), and for other valuable consideration, the undersigned hereby agrees that:

1. All information regarding Sentara and/or Members, that has been or may hereafter be provided to the undersigned by Sentara, or that may be or has been disclosed to the undersigned through the undersigned's performance of duties pursuant to any and all agreements with Group, shall be treated as strictly confidential.
2. All information received by the undersigned is extremely sensitive, confidential information and/or data, and any unauthorized release and/or distribution of such data may seriously damage Sentara and/or Members.
3. The information received by the undersigned will remain absolutely confidential regardless of whether or not there occurs any change in the relationship between Group and the undersigned after this Agreement is executed.
4. The undersigned will not refer or distribute the information or any derivation or copy thereof (including any notes, representations, analyses, compilations, studies or other materials) to any other person or entity other than Group without the express written consent of Sentara.
5. The undersigned shall not use any of the information for any reason or purpose that is in any way detrimental to Group, Sentara, or any Member.
6. The timing and method of any disclosure of confidential information must be approved in advance by an officer of Sentara.
7. The undersigned will be jointly and severally liable to Sentara for any and all losses, including attorneys' fees, incurred by Sentara as a direct or indirect result of the undersigned's breach of this Confidentiality Agreement.
8. If the undersigned receives a subpoena or other validly issued administrative or judicial demand requiring him/her to disclose Information, the undersigned shall promptly notify Group, and Group shall promptly provide written notice to Sentara, of such demand in order to permit Sentara to seek a protective order. So long as the undersigned and Group give notice as provided herein and give Sentara the opportunity within the time given to respond to the demand to seek a protective order if it so chooses, the undersigned shall thereafter be entitled to comply with such demand to the extent permitted by law, subject to any protective order or the like that may have been entered in the matter.

Notwithstanding the foregoing, the following is not considered to be confidential: information which (i) was or becomes generally available to the public other than as a result of a disclosure by the undersigned, (ii) was available to the undersigned on a non-confidential basis prior to its disclosure to the undersigned by Sentara, or (iii) becomes available to the undersigned on a non-confidential basis from a source other than Sentara.

By: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_