# Prism Security Administrator quick start guide

Once you've been assigned as the prism Security Administrator (pSA) for your provider group, use this guide for instructions on how to manage requests and responsibilities.

Currently, all provider groups with five or more prism users affiliated to their group or facility need a Security Administrator. The pSA is responsible for the approval of any prism user requesting an affiliation to the group, **which gives the user access to the group's data like claims, authorizations and reporting.** Below shows how to view and approve or deny requests and add or remove additional pSAs.

How to view affiliation requests for your group

1. Log in to prism and click the **Security Admin** link at the top of the screen. Only Security Administrators can see this link and access this page.
2. View your requests under the **Affiliations Requests** tab.
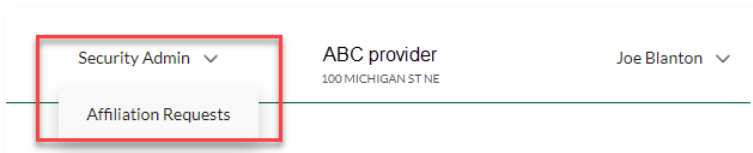
Approve or deny affiliation requests for your group

1. Under **Affiliation Requests**, you'll see requests submitted by prism users who want access to your group or facility.
2. Review each user, their account/group affiliation, and email address. **Approve** or **Deny** each request. You should only approve users who are allowed to have access to your data.
3. Once you approve or deny, the user will get an email notifying them. Users you approve will have access to your group right away.
3. If approved, the request will move to the "Approved Affiliations" tab. If denied, the request will drop off the list.

Third Party Administrators (TPA)
If a user is from a TPA, the TPA column will display **Yes.** To approve or deny a TPA user, you must open the TPA request details by clicking the link in the TPA column for that request. A separate window will appear which will give you additional details on the user's affiliation, with the option to either **Approve** or **Deny** links.

	NPI	Account Name	Address	Type	Name	Email Address	Third Party	Date of Request
Review TPA	123456789	ABC Medical	9555 MAROON CIRCLE, ENGLEWOOD, CO	Durable Medical Equipment	Jeremy Beard	jeremydbeard+028@gmail.com	Yes	2023-05-26

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Remove a user's affiliation to your group

When a staff member or TPA leaves your organization or should no longer have access to data, you're responsible for removing their access.

1. In prism, go to your Security Admin page to view all users affiliated to your group or facility.
2. Select **Approved Affiliations.**
3. Review all users or use the search to find a specific user by name or email.
4. On the contact's affiliation row, click the trash can icon. Select "Yes" when asked "are you sure?"
5. The user is removed from your group and will no longer have access to your provider group / facility data.

Affiliation Requests	Approved Affiliations								
Search									
Vendor Number	NPI	Account Name	Address	Account Type	Name	Email Address	Date Approved	ApprovedBy	
900050600	123456789	ABC MEDICAL INC	9555 MAROON CIRCLE, ENGLEWOOD, CO	Durable Medical Equipment	Jeremy Butler	jeremydbeard+26@gmail.com	2023-05-24		🗑

Adding or removing prism Security Administrators

Adding additional Security Administrators to your provider group
To add a Security Administrator to your group, submit a **General Request,** select **prism Security Admin (pSA) Assignment** under the Web Tools & Services section and we'll review the request for additional Security Administrators.

Removing or changing your group's Security Administrator
To remove Security Administrators from your group, you can remove their affiliation, which will remove their access.
If you need to remove a Security Administrator from your group without removing their affiliation to the group, submit a **General Request** and select **prism Security Admin (pSA) Assignment** under Web Tools & Services to remove their Security Administrator status.

Note: If your role changes within your organization or a different person needs to be assigned, follow the steps above to submit a replacement for your group.