



SANDHILLS CENTER

Managing Mental Health, Intellectual/Developmental Disabilities and Substance Abuse Services
910-673-9111 (FAX) 910-673-6202 www.sandhillscenter.org Victoria Whitt, CEO

AlphaMCS Provider Portal Account Request Form

Supervisors or staff can request passwords from Sandhills Center by downloading and completing this form. Email the completed form to providersupport@sandhillscenter.org, supervisor must be copied on email.

NOTE: Please allow 3 business days for processing.

Date: _____ Agency/Solo Practitioner: _____

New Login Request Information

Staff Name: (First, Middle, Last) _____

Position: _____

Email: _____

Phone: _____

Agency: _____

Address: _____

City, State, Zip Code: _____

Agency Federal TaxID: _____

Staff Supervisor Approval (unless Solo Practitioner)

Requestor/Authorized Representative: _____

Title: _____

Email: _____

Phone: _____

Address: _____

City, State, Zip Code: _____

Is this staff member employed or contracted by the agency?

Employed

Contracted

Sandhills Center Internal Use only

Verified Network Provider: Yes No

Verified By: _____

Does User ID already exist for this Provider? Yes No

Note: It is the responsibility of the agency to notify Sandhills Center for MH, DD & SAS if a staff member's employment or contract is ended or if a staff member moves from the agency to another agency. If a billing agent needs access to your Portal the request must come from your agency and not the billing agent.

Revised 11/7/2016

P.O. Box 9, West End, NC 27376
24-Hour Access to Care Line: 800-256-2452
Serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery,
Moore, Randolph & Richmond Counties

