



Southeastern University

Nominate Your Provider of Choice

As part of ClaimDOC's Pave the Way® program, a ClaimDOC Member Advocate will reach out to your providers to ensure they have all of the necessary information regarding your new insurance plan.

In order to avoid confusion or issues surrounding access, please allow a Member Advocate to contact your providers BEFORE your first appointment by submitting a Provider Nomination Form online or by calling directly at 1-888-330-7295.

Visit our Member Portal to submit a Provider Nomination Form



portal.claim-doc.com/guest PIN: SE33801



Portal Submission Directions

Complete the Following Steps:

- 1 Enter your PIN number: SE33801
- 2 Click the "Generate a Nomination Account" button. Creating an account will allow you to save your personal information for future nominations. If you do not wish to create an account, click the "Nominate Your Provider" button.
- 3 Enter your contact information in the form and select "Continue."
- 4 Add family members on your plan who will see your providers. Enter your family member's information and select "Continue."
- 5 Fill out the next form with your provider's information, and add appointments that will be scheduled **within the next 30 days** for all plan members who will see this provider. Select "Save" and add additional providers as needed. If no appointment is scheduled, please leave that field blank.
- 6 You may include multiple Providers by selecting "Add Provider." Complete each field in order to utilize the "Add Provider" button and select "Continue" once done.
- 7 Review all of your information to ensure it's correct and select "Submit." The final screen will show a confirmation number that your nomination is complete.

Questions?

Please Contact us at:



membersupport@claim-doc.com



1-888-330-7295 | Monday - Friday 7:00 AM - 6:00 PM CST