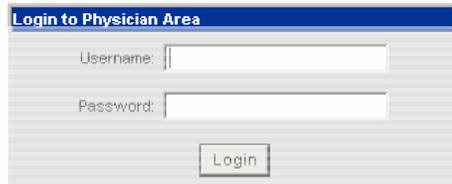
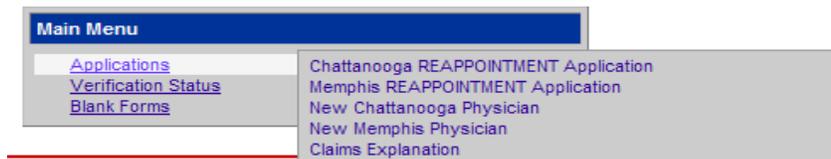


Instructions for Online Application

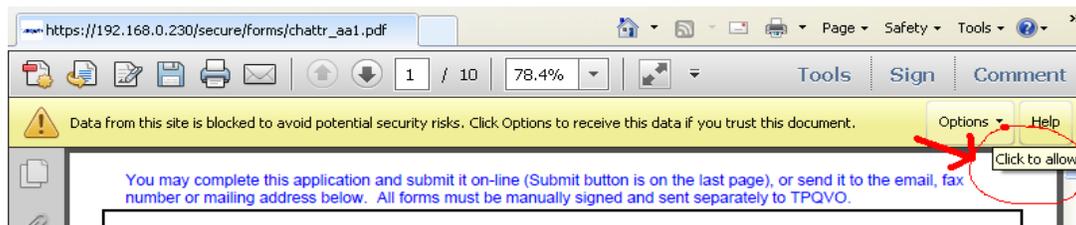
- 1) Go to **Physician Login** on the TPQVO website, www.tpqvo.com. You will need to use Microsoft Explorer 6.0 or greater as your browser to view the website properly. Firefox, Chrome and Safari do not work properly.



- 2) Enter the **Username** and **Password** provided on the first page of this document, and hit **Login**.
- 3) Go to **Applications**, and choose **Chattanooga REAPPOINTMENT Application**.



- 4) The application may open initially without data. Depending on the speed of your connection, it may take a minute or two for the fields to be filled. The fields should fill in all at once, not little by little. If there are NO DATA in the form, check for a yellow warning bar above the form and make sure you "click to allow" data to appear:



- 5) There is a **Save Progress** button at the top of some pages, so you can save your progress. There's a **Save and Submit** button on the last page, which emails the final result to one of our staff.

IMPORTANT

You will need to sign and send in the separate TPQVO and SVMIC authorization and release forms as well as supporting documents to:

TPQVO, LLC
1092 Chamberlain Ave., Ste B
Chattanooga, TN 37404
(423) 495-1191 * FAX (423) 822-5500
Toll Free (888) 779-0300 * Toll Free Fax (877) 309-0932
tpqvo@tpqvo.com

For general information about TPQVO's secured application processing, go to this briefing:
http://www.tpqvo.com/Physician_Secured_Website_Access.htm

For general questions about the application, requirements or processing, contact John Haley at (423) 495-1191 or john@tpqvo.com.

If you experience problems with your Username, Password or on-line application, you may contact any credentialing specialist at (423) 495-1191 or send an email to tpqvo@tpqvo.com.