

Vendor profile contact types

Every vendor company profile has contact types. These specific individuals are flagged as the appropriate contacts for managing the company's relationship with the Health Plan Alliance through different roles and responsibilities. Below is a list of the contact types you should assign to your staff, with a definition of the roles and responsibilities associated with that contact type role. It is acceptable for one person to serve in multiple contact type roles. While we do discourage assigning multiple individuals to share one contact type role, it can be done with assistance from the Alliance staff. If you'd like to assign multiple individuals to share one contact type role, contact us: info@healthplanalliance.org with the details of your request. NOTE: Privileged contacts are those individuals who have admin rights and can edit the company profile on the member website. These are REQUIRED and may not be left blank when updating your profile.

Contact Type Role	Description of the role	Required/Privileged
Org profile Manager	The primary individual responsible for maintaining the company profile.	Yes*
Billing Contact	The individual responsible for receiving invoices and handling account payment issues	No
Directory contact	the individual responsible for updating the company's employee roster	Yes*
Biz Dev Contact	The individual responsible for business development activities for this organization	Yes*
Org Contacts Tab	First individual listed on the company profile contact tab	No