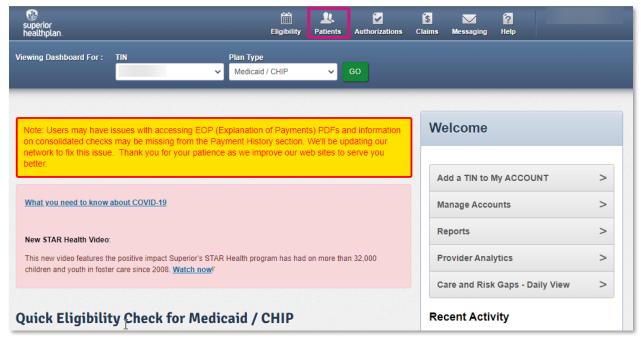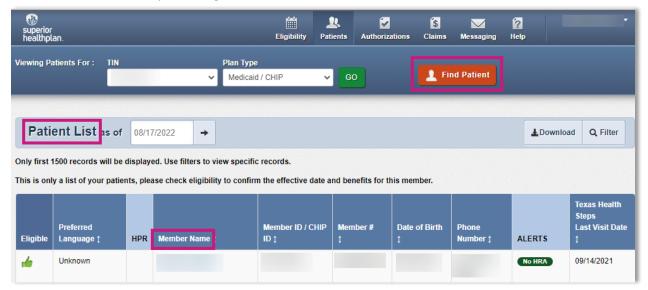# Secure Provider Portal:
Locating Member Assessments

Locating a Superior HealthPlan member's completed assessments can easily be done though the Secure Provider Portal. Simply follow the 5 steps outlined below:

1. Go to Superior's Secure Provider Portal and log in.

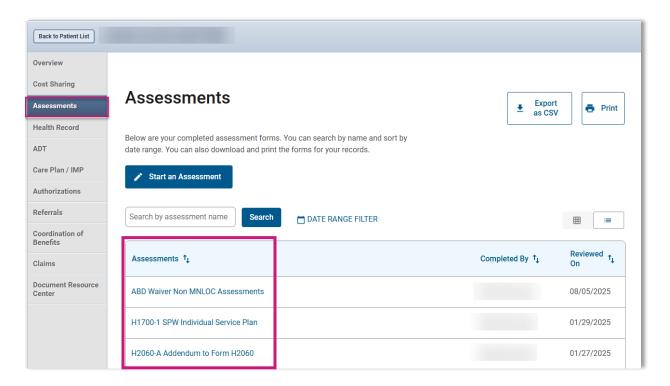2. From the main tool bar select the **Patients** tab at the top of your screen.

3. The **Patient List** will appear on the screen. You can find and select the **Member Name** from the **Patient List** or search for the member by selecting **Find Patient**.

4. Once you have selected **Find Patient**, enter the **Member ID or Last Name** and their **Birthdate**, then click **Find**.

5. Select the **Assessments** tab to display the previously completed **Assessments**.

For additional questions, please reach out to your Superior Provider Representative. To access their contact information visit Find My Provider Representative.