Quick Reference Guide: Adding an Individual Provider to Group-Org

Steps:

1



To add an individual provider to a group or organization, an update process needs to be initiated

Click the hyperlink under Reg ID (or Provider) to access the Provider Management Home page

2

Manage Application	
Enrollment Actions	+ Enrollment Action Selections:
Programs	+ Program Selections:
Self Service	+ Self Service Selections:

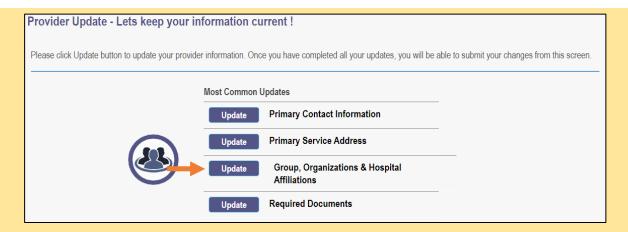
Enrollment Action Selections:

Begin ODM Enrollment Profile Update
Edit Key Provider Identifiers
Request Disenrollment

Click the '+' icon to expand the Enrollment Actions section

Under the Enrollment Actions Selections, click "Begin ODM Enrollment Profile Update"

3



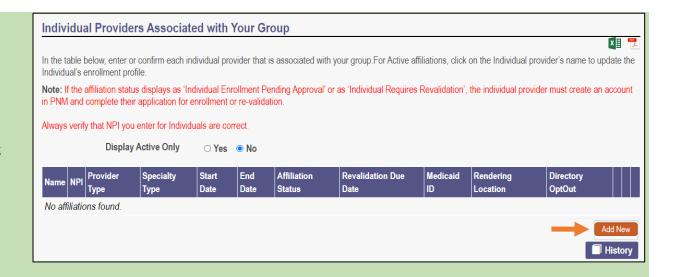
To add the individual provider, click **Update** next to Group, Organization & Hospital Affiliations

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Steps:

4

To add a new individual provider, click **Add New**

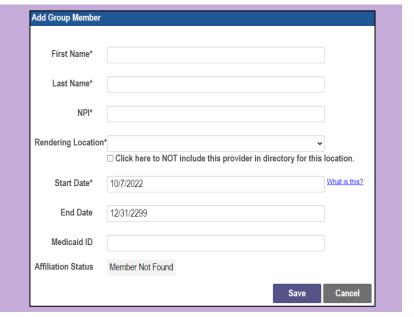


5

The Add Group Member information window pops up

Fill out the information for the individual provider (Note: Fields marked with an asterisk (*) are required

Once data has been entered, click Save



6



The added individual provider appears on the page

Repeat the process to add additional individual providers

Click the 'pencil and paper icon ' to edit or approve any providers 'Pending Approval'

Click **Submit for Review**, at the top of the page, for the changes to take effect