

Tribal Affairs ProviderOne Billing Quick Reference Sheet

How to Remove a Servicing Provider from Your Group

- 1. Login to P1 using profile **Provider File Maintenance**
- 2. Click on Manage Provider Information

Welcome Longnecker, Mi	ke . Yo <u>u have</u>	logged-in with EXT	Provider File Mainte	nance profile.	Links:S
Path: Provider Pervider Pervid	ortal PI : I		_		
Provider Portal:					E.
Online Services:		Welcome!			
Claims Claim Inquiry Claim Adjustment/Void On-line Claims Entry On-line Batch Claims Submission (837) Resubmit Denied/Voided Claim Retrieve Saved Claims Manage Templates Create Claims from Saved Templates Manage Batch Claim Submission	Hide/Max	The Departn this in partn providers, o' neighbors, a The mission	nent of Social an erships with fami her government nd citizens who of DSHS is to in	d Health Services (DSHS) ilies, community groups, r agencies, and the many t make Washington a specia nprove the quality of life fo	is an agency that helps religious organizations, housands of generous f al place by taking care o or individuals and famili
Client	Hide/Max				
Client Limit Inquiry Benefit Inquiry		Manage Alerts			
Payments	Hide/Max	Filter Bu	+		
View Payment View Capitation Payment		Read Status:	▼ Go		
Managed Care	Hide/Max		Alert Type	Alert Message	Alert Date △ ▼
View Enrollment Roster View ETRR				No Records Fo	und !
Prior Authorization On-line Prior Authorization Submission Prior Authorization Inquiry Prior Authorization Adjustment	Hide/Max				
Provider Provider Inquiry Manage Provider Information Initiate New Enrollment Track Application	Hide/Max				
HIPAA Submit HIPAA Batch Transaction Retrieve HIPAA Batch Responses	Hide/Max				
Admin Change Password Maintain Users	Hide/Max				

3.	Click on Step 14
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Welcome Longnecker, Hike. You have logged in with EXT Provider File Haintenance profile. Image: Contract Provider Portal Tribal Modification BPW Provider One Id/NP1 : Provider One Id/NP1 : Provider One Id/NP1 : Core Required Oredentais Undo Update Important - Step 9: EDI Submission Method is REQUIRED if FTP/Web Batch Submitter or Retrieving 835s. View/Update Provider Data - Tribal Health Services: Business Process Wizard - Provider Data Modification (Tribal). In order to finalize submission of your requested changes, you must complete the status Step 1: Basic Information Required Last Modification Date Last Review Date Status M Step 2: Locations Required 11/04/2014 02/02/2009 Complete Update Step 2: Locations Required 11/04/2014 02/02/2013 Complete Update Step 1: Basic Information Required 00/05/2014 07/01/2008 Complete Update Step 2: Locations Required 00/05/2014 07/01/2008 Complete Ipdate Step 4: Licenses and Certifications Required 07/01/2008 07/01/2008 Complete Ipdate Step 5: Training and Education Optional 07/01/2008 <td< th=""><th colspan="8">Provider Gine Inbox</th></td<>	Provider Gine Inbox									
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4. Click on the ProviderOne ID of the provider who needs to be removed. This example is for "Gail"

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Servi	cing Provider List:						
Filter I	By:	-			And		-
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	-	ARI		03/25/2002	12/31/2008	Approved	Active
		GAIL		06/15/1991	12/31/2999	Approved	Active
		PAUL	10020-112	07/19/1993	12/31/2999	Approved	Active
		MARGARET		04/07/1982	12/31/2999	Approved	Active
		SARA		11/01/2006	07/02/2008	Approved	Active
		SEAN		08/12/2009	12/31/2999	Approved	Active
		ALAN		08/02/2010	12/31/2999	Approved	Active
		ROBIN		01/01/2003	06/14/2004	Approved	Active
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5. Enter in the End-Date (date of service) for the servicing provider, click 'Save', and then click 'Close'

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