Provider Portal Quick Reference Guide HEALTH HOW to Add Additional Providers – Provider Admin

Summary

Only Provider Admins will have access to perform this function. If you oversee multiple provider locations in Atrezzo, you can add additional NPI numbers under your login. Follow the steps below to add additional providers.

1Click Register New Provider Click Setup from the top navigation pane and click Register New Provider

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	Change Context Media	caid Temp Provide	et al.										
	SETUP / MANAGE P	ROVIDER GROUPS											
	SETUP									REGISTER NE	W PROVID	xr +	
	Manag	e Provider Groups	(3)		Manage User	s (4)							

2 Formats for NPI numbers and Registration Codes vary with each contract.

Once you **Enter Provider NPI and Registration Code** enter this information, click **Find Provider**.





Select Correct Provider

Check the box next to the appropriate provider and click **Select**. This will add the provider to your group.

Acentra
Register a New Provider
PROVIDER NR: *
9999999949
PROVIDER REDISTRATION CODE: *
d59e20c6-2670-49a4-8c6a-0e255a41dcca
West Virginia - Morgantown BH Demo Provider 455 Somewhere Street null - Anywhere WV
SELECT >