

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

The screenshot shows the ProviderOne web application interface. At the top, there is a navigation bar with 'My Inbox' and a welcome message: 'Welcome Longnecker, Mike. You have logged-in with EXT Provider File Maintenance profile.' Below this, there is a search bar and a path indicator: 'Path: Provider Portal' and 'ProviderOne Id/NPI: [redacted]'. The main content area is divided into two columns. The left column contains a navigation menu with categories: 'Online Services', 'Client', 'Payments', 'Managed Care', 'Prior Authorization', 'Provider', 'HIPAA', and 'Admin'. The 'Provider' category is expanded, and 'Manage Provider Information' is highlighted with a blue arrow. The right column displays a 'Welcome!' message and a table of alerts. The table has columns for 'Alert Type', 'Alert Message', and 'Alert Date'. A red message 'No Records Found!' is visible at the bottom of the table.

3. Click on Step 14

ProviderOne My Inbox

Welcome Longnecker, Mike . You have logged-in with EXT Provider File Maintenance profile. Links: --Se

Path: Provider Portal/ Tribal Modification BPW
 ProviderOne Id/NPI : [REDACTED]

Close Required Credentials 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 Step - S

<input type="checkbox"/>	Step	Required	Last Modification Date	Last Review Date	Status	Modification
<input type="checkbox"/>	Step 1: Basic Information	Required	11/04/2014	09/21/2009	Complete	Updated
<input type="checkbox"/>	Step 2: Locations	Required	11/05/2014	03/22/2013	Complete	Updated
<input type="checkbox"/>	Step 3: Specializations	Required	08/05/2014	07/01/2008	Complete	Updated
<input type="checkbox"/>	Step 4: Licenses and Certifications	Required	07/23/2009	09/21/2009	Complete	
<input type="checkbox"/>	Step 5: Training and Education	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 6: Identifiers	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 7: Contract Details	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 8: Federal Tax Details	Required	07/23/2009	09/21/2009	Complete	
<input type="checkbox"/>	Step 9: EDI Submission Method	Optional	07/23/2009	09/21/2009	Complete	
<input type="checkbox"/>	Step 10: EDI Billing Software Details	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 11: EDI Submitter Details	Required	03/04/2011	03/04/2011	Complete	
<input type="checkbox"/>	Step 12: EDI Contact Information	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 13: Billing Provider Details	Optional	07/01/2008	07/01/2008	Complete	
<input type="checkbox"/>	Step 14: Servicing Provider Information	Optional	12/15/2014	01/22/2014	Complete	Updated
<input type="checkbox"/>	Step 15: Payment and Remittance Details	Required	06/03/2010	06/03/2010	Complete	
<input type="checkbox"/>	Step 16: Tribal Health Services Details	Required	10/21/2009	03/22/2010	Complete	
<input type="checkbox"/>	Step 17: Submit Modification for Review	Required	07/01/2008	07/01/2008	Incomplete	

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- Click on the ProviderOne ID of the provider who needs to be removed. This example is for "Gail"

ProviderOne **My Inbox**

Welcome Longnecker, Mike . You have logged-in with EXT Provider File Maintenance profile. Links: --Sele

Path: Provider Portal/ Tribal Modification BPW
ProviderOne Id/NPI: [REDACTED]

Close Add

Servicing Provider List:

Filter By : [] And []
 And Operational Status: Active Go

<input type="checkbox"/>	ProviderOne ID	Servicing Provider Name	Servicing Provider NPI	Start Date	End Date	Status	Operational Sta
<input type="checkbox"/>	[REDACTED]	[REDACTED] ARI	[REDACTED]	03/25/2002	12/31/2008	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED], GAIL	[REDACTED]	06/15/1991	12/31/2999	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] PAUL	[REDACTED]	07/19/1993	12/31/2999	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] MARGARET	[REDACTED]	04/07/1982	12/31/2999	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] SARA	[REDACTED]	11/01/2006	07/02/2008	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] SEAN	[REDACTED]	08/12/2009	12/31/2999	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] ALAN	[REDACTED]	08/02/2010	12/31/2999	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED] ROBIN	[REDACTED]	01/01/2003	06/14/2004	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	01/01/2003	10/31/2004	Approved	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	01/01/2003	12/31/2999	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'

ProviderOne My Inbox

Welcome Longnecker, Mike . You have logged-in with EXT Provider File Maintenance profile. Links: --Sele

Path: [Provider Portal/ Tribal Modification BPW](#)
ProviderOne Id/NPI : [REDACTED]

Close Save

Manage Servicing Provider:

ProviderOne ID / NPI: [REDACTED]

Provider Name: [REDACTED] GAIL

Status: Approved

Start Date: 06/15/1991 * End Date: 01/01/2013