



How Can I Add Providers to My Practice?

For additional questions and answers, visit our [FAQ](#) section.

**Steps: Display Roster**

- 1) To access, **click Display/Edit Roster** on the left side menu on the *MyPractice* Page.
- 2) On the *Roster* screen, **view group roster information**.
- 3) To add a new provider, click **Add**.
- 4) On the next screen, enter all required fields. When finished, click **Submit**.
- 5) Confirmation is given stating the provider's information was successfully accepted.

**TIPS:**

- New providers will not display in the list until credentialing is complete and the provider has been assigned a MIS number.
- HIPAA-compliant.