



How Do I Update My Facility or Group Roster?

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 remove a provider from a practice, enter a **Term Date** and then click **Delete From Roster.**
- 4) Confirmation is given along with a notice that providers will be removed from the roster list within five business days.
- 5) If there are any questions or if updates need to be made, **use the *Contact Us* link to access FAQs.** There is a FAQ regarding the rosters in the *Practice Information* section.

TIPS:

- HIPAA-compliant.