



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 hand side menu on the *MyPractice* Page.
- 2) On the *Provider Data Change Form* tab, select the appropriate MIS/TIN combination. Click ***Go***.
- 3) Click ***Roster Maintenance***.
- 4) To remove a provider from the roster, enter a ***Term Date*** and click ***Delete From Roster***.
- 5) To add a provider from the roster, click ***Add***.
- 6) On the next screen, enter the NPI Number for the individual provider then click ***Find Provider***.
- 7) When the provider's information displays, click ***Add to Roster***.

TIPS:

- HIPAA-compliant.
- For further assistance, use the ***FAQs*** link to access ***Contact Us***.