



How Do I Update My Office Contacts?

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 ***Office Contacts***.
- 4) To add a provider from the roster, click ***Add New Office Contact***.
- 5) To remove a contact from your record, click ***Remove***.
- 6) To edit an existing contact's information, click ***Edit***.

TIPS:

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