How do l **remove** my providers?

This document applies to you if you are an organization no longer working with a provider whom you previously added.

It is important to remove a provider when you terminate your relationship with them, as this will ensure billing accuracy. You can remove the provider from the provider portal, by following the steps below. It will no longer be possible to submit bills for the provider for services performed after the date the provider was unlinked.

Step 1: Access the Providers link.

Login to the provider portal and select the menu button () menu and then the **Providers** link.

Manage my business	
Business profile	
Services	
Providers	
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User access and permissions	
Help	



Step 2: Select Remove next to the provider you want to remove.	Providers	Only show providers with pending updates
	 Add provider	DIERDRE ANDERSON Remove TELUS provider ID 3337160 Optometrist Manage provider details >

Step 3: Select	
Remove.	Remove provider
	Are you sure you would like to remove the following provider from your organization?
	DIERDRE ANDERSON TELUS Provider ID 3337160
	Optometrist
	Remove Cancel

Learn more

To access the Providers User Guide, select the menu button (\blacksquare) \rightarrow Help \rightarrow Providers.



