How do I create and associate providers?

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Use this document if your organization is one of the following types: Community and Social Services Centre, Dental Clinic, Hearing Health Clinic, Medical Centre (including Rehab Centres), Mental Health Program Clinic, Optometry Clinic or Pain Centre. You now have the option to submit bills for your providers and have the payment sent directly to them if you wish. Eventually, it will become mandatory for your organization to specify the provider name when submitting your bills. To prepare for this, we encourage you to follow the steps below to create and associate the providers who work at your organization.

My account	\otimes	Step 1: Gather your information.		
Laura Silver User ID LASI123456789 Profile & security questions Update password Log out		Ensure you have your provider's first and last name and TELUS Provider ID if they have one. The TELUS Provider ID was included in the welcome email. It is also displayed under the My Account () menu of the portal. You will also need their license information (Canadian, licensed providers only).		
Manage my business Business profile		Step 2: Access the Providers link. Log into the provider portal and select the menu button () icon		



Step 3: Click + Add provider.

Click the + sign to display the fields in which to complete the provider's information.

Providers	
Add provider	

irst name	Last name			
Megan	Freeway			
ELUS provider ID Optional	Effective date 🕢	Effective date		
123456789	2022-09-08			
Role				
Physiotherapist	~			
Physiotherapist License The provider's license must be a provider with a license from a	in the same province as the servi a different province, call TELUS su	ce address for the pport at 1-866-24	organization. To request tl 10-7492.	he addition c
Physiotherapist	in the same province as the servi a different province, call TELUS su Province	ce address for the pport at 1-866-24	organization. To request th 10-7492.	he addition o
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Step 4: Complete the provider's details.

You will need to enter the provider's first and last name, TELUS Provider ID (if available) and start date with your organization.

You will need to select the provider's role from the **Role** drop-down. If you cannot find their role, select **Misc. Practitioner** and enter their role in the **Role Description** field (not shown).

If the provider's role requires a license and they are located in Canada, you will also need to enter their license information.

Once you have entered all of the required information, select **Save** changes.

Step 5: TELUS Provider Management group approves your request.

	Only show providers with pending upda	tes 🔿
Megan Freeway Remove TELUS provider ID 200129337	Helene Ho R	emove
Chiropractor	Chiropractor	
Services WSIB,eClaims	Services WSIB,eClaims	
Manage provider details >	Manage provider details >	
Andrea Goode Remove	Karim Iqbal B	emove
TELUS provider ID 200130637	TELUS provider ID 200125117	
Kinesiologist	Physiotherapist	
Services WSIB,eClaims	Services WSIB,eClaims	
Manage provider details s	Manage provider details >	

Your request is now complete and has been transmitted to the TELUS Provider Management Group for approval. The new provider will be included in your provider list once the request is approved, in approximately ten business days.

Learn more

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

Help
The following user guides provide an overview of each section of this application.
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