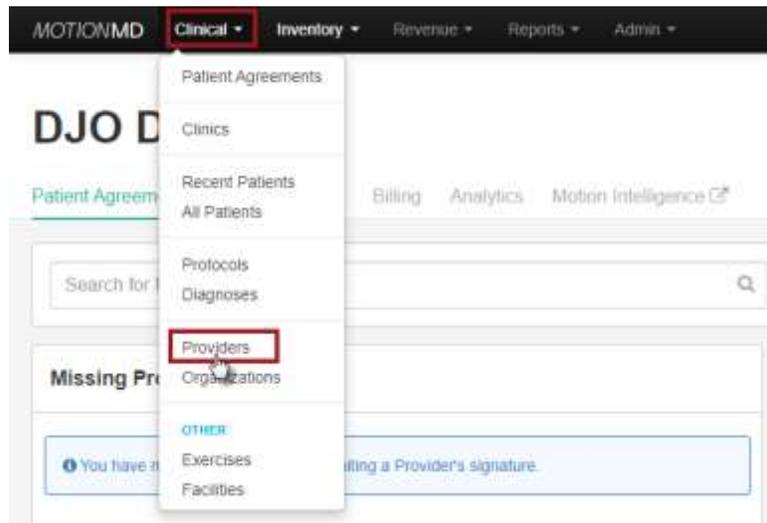


ADDING A PROVIDER

A new feature has been added to the New and Edit Provider workflow that will complete a callout to the NPI Registry to validate that the NPI number is valid and active and import the provider's name and specialty into MotionMD. This update will provide improved accuracy and ensure the NPI and provider name match. During the implementation process, any provider prescribing DME will be uploaded into MotionMD by your implementation lead. If a new provider needs to be added or their name updated, follow these steps below.

Select the **Clinical** tab and click **Providers**.



On the Provider list page, click the **New** button and a **New Provider** modal will open. Add the new provider's NPI number and click the **Import Provider Data from Registry** button. This will send the NPI number to the NPI Registry to confirm the NPI number is valid and active.



ADDING A PROVIDER

After clicking the Import Provider Data button, the form will populate the **First Name, Middle Name, Suffix, Last Name, and Medical Professional Taxonomy (Specialty)** fields directly from the NPI Registry. Confirm the name of the provider is correct and click the **Save Changes** button.

Edit Provider ✕

NPI Number **(Required)**

Import Provider Data from Registry

NPI Number is required for all accounts in the United States.

Profile Information

Organization

Prefix **First Name (Required)**

Middle Name Suffix

Last Name (Required)

State License Number

Medical professional taxonomy

Contact Information

Street

City State Zip Code

Phone Number Mobile Number

Email

Comments

Active?
Inactive providers remain visible on historical PAs and within Reports and Analytics

ADDING A PROVIDER

Additional Information

- The NPI Registry data is maintained by the individual holding the NPI number.
- If the imported provider's name does not match what's expected, confirm that is the correct NPI number before saving or updating the form. Changing the name will save a mismatch between the provider's name and NPI number in MotionMD.
- The name fields can be edited, and the override will be saved in MotionMD. For example, if a provider wishes to go by a shortened version of their first name or by their middle name as their First name.
- If the provider's imported taxonomy or specialty isn't set or specific enough it can be updated from the taxonomy/specialty list from the NPI Registry by searching in the dropdown menu.
- The provider's information can be refreshed from the NPI Registry by clicking the **Edit** button and clicking the **Update Provider Data from Registry** button. This will override any manually updated fields.
- Providers may not be deleted from the system once they have been added to a Patient Agreement.

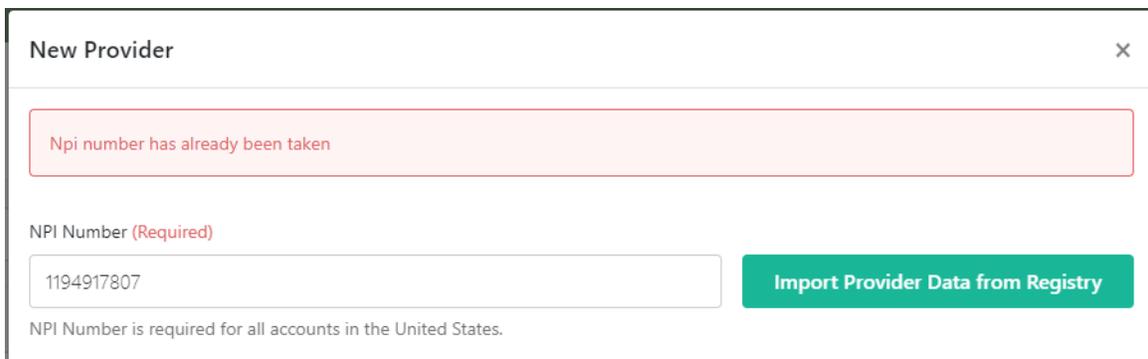
Error Messages

If the NPI number isn't in the Registry.



The screenshot shows a 'New Provider' form with a red error message box at the top stating 'NPI not found in NPI Registry'. Below the error, the 'NPI Number (Required)' field contains the value '1194917801'. To the right of the field is a green button labeled 'Import Provider Data from Registry'. At the bottom of the form, a note reads 'NPI Number is required for all accounts in the United States.'

If the NPI number has already been tied to a provider in MotionMD.



The screenshot shows a 'New Provider' form with a red error message box at the top stating 'Npi number has already been taken'. Below the error, the 'NPI Number (Required)' field contains the value '1194917807'. To the right of the field is a green button labeled 'Import Provider Data from Registry'. At the bottom of the form, a note reads 'NPI Number is required for all accounts in the United States.'