

## INACTIVATE A PROVIDER

An Admin User can **Inactive a Provider** at any time by following the steps outlined below.

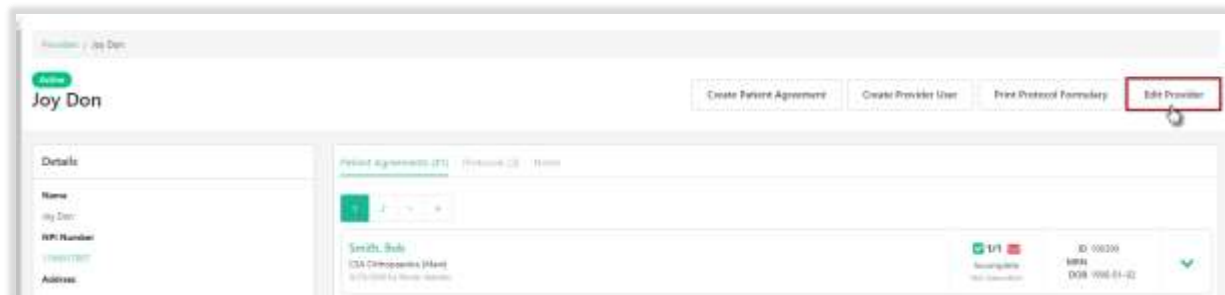
Select the Clinical tab from the menu bar and click on **Providers**.



Type the Providers name using the Search bar or scroll and select the Providers name.



Select **Edit Provider**



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Uncheck the Active box. Select **Save Changes** to inactivate the provider.

### Edit Provider

NPI Number (Required)  
1861665457 Update Provider Data from Registry

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

Profile Information	Contact Information
Organization <input type="text"/>	Street <input type="text"/>
Prefix <input type="text"/>	City <input type="text"/>
First Name (Required) Don	State <input type="text"/>
Middle Name <input type="text"/>	Zip Code <input type="text"/>
Suffix <input type="text"/>	Phone Number <input type="text"/>
Last Name (Required) Joy	Mobile Number <input type="text"/>
State License Number <input type="text"/>	Email <input type="text"/>
Medical professional taxonomy Sports Medicine (Orthopaedic Surgery) Physician	Comments <input type="text"/>

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

Cancel Save Changes