

<b>Job Aid Title:</b> How to Add a Temporary Consumer	<b>Job Aid Number:</b> ANGJA.019
<b>Date Published:</b> 06/13/2022	<b>Approved by:</b> Daniyel Bezaury
<b>References:</b> Atrezzo Next Generation (ANG) User Manual	
<b>Purpose:</b> The purpose of this job aid is to provide step-by-step instructions on how to add a temporary consumer. Note, the availability of this functionality will vary by contract.	

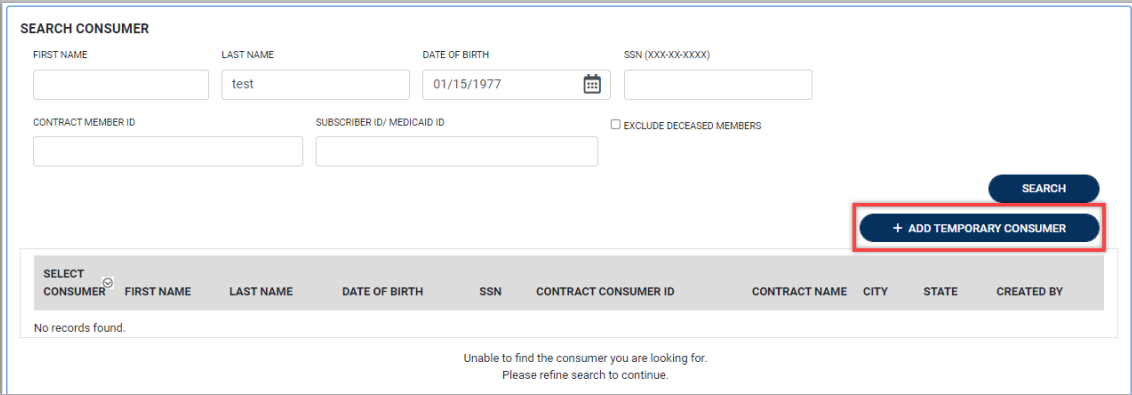
**Procedure:**

### Adding Temporary Consumer

If your consumer search results indicate no records found, you will need to add a temporary consumer

Click **Add Temporary Consumer**

**Note:** Be sure to exhaust all search options prior to adding a Temp Consumer



Contract and Plan will automatically populate

Complete all required information indicated by a red asterisk

### CONTRACT INFORMATION

CONTRACT \*  PLAN \*

### CONSUMER DETAILS

PREFIX  FIRST NAME \*  MIDDLE NAME  LAST NAME \*  SUFFIX

GENDER \*  DATE OF BIRTH \*  LANGUAGE  RACE

ETHNICITY

Once all information is entered click **Next**

### CONTACT INFORMATION

ADDRESS LINE 1 \*  ADDRESS LINE 2  CITY \*  COUNTRY \*

STATE/PROVINCE \*  COUNTY \*  POSTAL CODE \*  PHONE NUMBER

### OTHER INFORMATION

SSN (XXX-XX-XXXX)  SELF PAY  PRIVATE INSURANCE  MEDICAID ID/SUBSCRIBER ID  MEDICARE HICN

MEDICARE MBI  OTHER ID

COMMENTS

The temporary consumer has been added

✔ Consumer Information

CONSUMER NAME	DATE OF BIRTH	SSN	CONSUMER MEMBER ID	CITY	STATE	COUNTRY	COUNTY
Dani Test	01/15/1977	999-99-9999	TEMP001642022061300001	Albany	NY	US	Albany