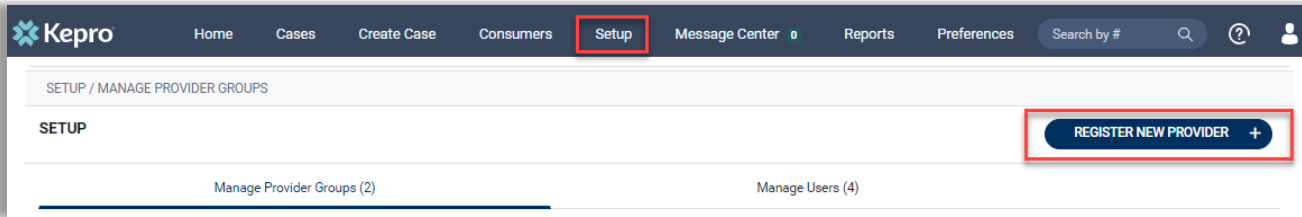


Summary

Only Provider Admins will have access to perform this function. If you oversee multiple provider locations in Atrezzo, you can add additional NPI numbers under your login. Follow the steps below to add additional providers.

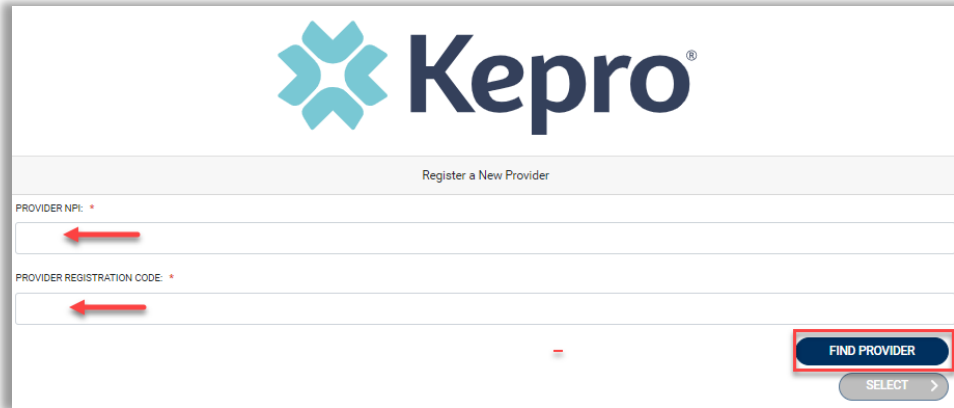
1 Click Register New Provider

Click **Setup** from the top navigational pane and click **Register New Provider**



2 Enter Providers NPI and Registration Code

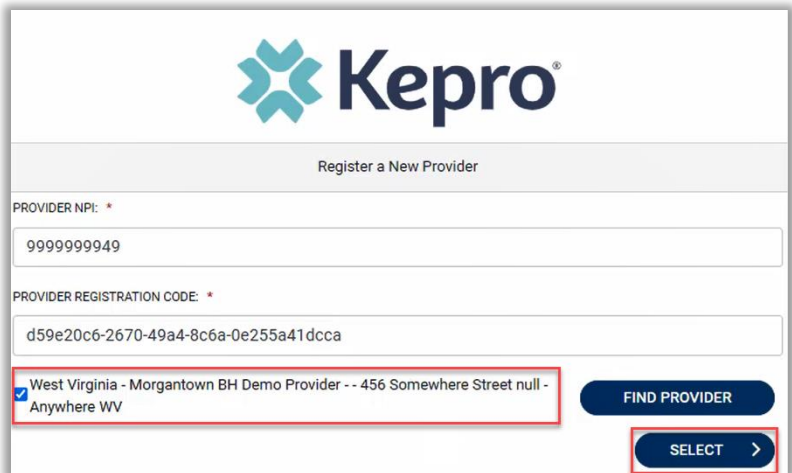
Formats for NPI numbers and Registration Codes may vary with each contract. Once you enter this information, click **Find Provider**.



The screenshot shows the 'Register a New Provider' form. It has two input fields: 'PROVIDER NPI' and 'PROVIDER REGISTRATION CODE'. Red arrows point to the input fields. A 'FIND PROVIDER' button (highlighted with a red box) and a 'SELECT' button are at the bottom right.

3 Select Correct Provider

Check the box next to the appropriate provider and click **Select**. This will add the provider to your group.



The screenshot shows the 'Register a New Provider' form with the following details:

- PROVIDER NPI: 9999999949
- PROVIDER REGISTRATION CODE: d59e20c6-2670-49a4-8c6a-0e255a41dcca
- A list of providers is shown below the input fields. The first provider, 'West Virginia - Morgantown BH Demo Provider -- 456 Somewhere Street null - Anywhere WV', is selected with a checked checkbox (highlighted with a red box).
- 'FIND PROVIDER' and 'SELECT' buttons are at the bottom right.