



Business Profile

User Guide

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Business profile

This document describes how you can use the **Business profile** window to update your profile. The appearance of this window varies depending on your profile type and services.

Business profile Request to merge with a duplicate profile and/or view the	e status of previous merge requests <u>here</u>
Organization details Return to Work - Placement Organization name TTT Medicat Manage organization details >	Contact person First name Molly Last name Manager Email address @ mollymedicalao@gmail.com Role Owner Preferred language of communication English Manage contact person >
Service address Adress 10 Overlea Blvd, Toronto ON M4H 1A4 Canada Contact numbers (Work Fay 416-416-1920 (Work) 519-519-3999 ext. 5222 Manage address and contact numbers > Business hours > Accessibility support >	 Add mailing address



Accessing your business profile

The **Business profile** window displays information about your head office, organizational, or provider profile.

1. From the Provider Portal, select the Menu button, then select **Business profile**.

Service address Address 10 Overlea Blvd, Toronto ON M4H 1A4 Car Contact numbers Mover Eavi 445,416,420	Analaa
Organization name TTT Medical Manage organization details >	Molty Last name Manager Email address ● mollymedicalao@gmail.com Role Owner Preferred language of communication
Organization details Return to Work - Placement	First name

The **Business profile** window is displayed.

Its appearance varies depending on your profile type.



Managing provider details

All changes to providers, with the exception of role removals, are reviewed by the TELUS Health team before they are implemented in the Provider portal.

1. From the Provider Portal, select the Menu button, then select **Providers**.

Providers	
Request 1416700 to add provider Cristina Podiatrist, s PO002011529, is currently being processed by our te	ubmitted on 2022-08-31 18:28:54 by am.
	Only show providers with pending updates
	RYAN CHIRO-BCUAT Remove TELUS provider ID 8236
+	Manage provider details >
Add provider	
BOBBY PHYSIO-BCUAT Remove	PAULA MASSAGE-
TELUS Provider in 6231	TELUS provider ID 8238
Manage provider details >	Manage provider details >
DAVID ACU-BCUAT Remove	EVA NATURO-BCUAT Remove
TELOS PIONORI ID 0230	
Manage provider details >	Manage provider details >

The **Providers** window is displayed.

2. Select the **Manage provider details** link beneath the name of the provider whose information you want to modify.



The window that is displayed is named after the provider you selected.

First name 🕜	Last name 🔞		
Ami	Nurse		
TELUS provider ID Optional	Effective date		
2026081	2022-06-13		
Nurse	enses	uddress for the organization. To reque	st the addition of
Roles and lice	t be in the same province as the service of a different province, call TELUS supp	uddress for the organization. To reque ort at 1-866-240-7492.	st the addition of
Roles and lice Nurse License In provider's license mus a provider with a license fr county CANADA	t be in the same province as the service in a different province, call TELUS support on a different province manufactor of the service of the	iddress for the organization. To reque ort at 1-866-240-7492.	st the addition of
Roles and lice Nurse License The provider's license mus a provider with a license fr county CANADA Jeense Issuer	t be in the same province as the service or a different province, call TELUS supp	iddress for the organization. To reque or tat 1-866-240-7492.	st the addition of
Roles and lice Nurse Leense The provider's license mus a provider with a license fr convot CANADA Leense Issuer College of Registered No	it be in the same province as the service of a different province, call TELUS support of the same service of Manitoba License number Jarses v 234578A-2	Iddress for the organization. To reque or at 1-866-240-7492.	st the addition of

The **Role** field associated with an approved role is disabled, as you cannot select a different role once a role has been approved. You also cannot change the **Province**, which must match the province in which the organization is located.

3. Optionally update the provider's **First name** and **Last name**.

Ø

- 4. To delete a role:
 - Select the Delete button to its right.

This button is displayed if the role has not yet been approved, or it has been approved but there is more than one role. At least one role must be associated with each provider.

• The **Delete role** pop-up is displayed:

Delete role
If you continue, the following role and related license information will be deleted as soon as you save your changes on the main page.
Physician, Colorectal Surgery The College of Physicians and Surgeons of Manitoba, 345234K-9 31/08/2022
Continue

- Select Continue.
- 5. To add a role, select **Add another role**, then complete steps 6 to 10 of "Adding providers " on page 1.
- 6. To delete a role, select the Delete 🔟 button to the right of the applicable Role field.

The button is displayed adjacent to unapproved roles, and approved roles if there are at least two approved roles (in which case you can delete one but not both of the approved roles).

If you are deleting an unapproved role, the role is removed immediately.

If you are deleting an approved role, you must confirm your deletion from the confirmation box that is displayed.

Each approved provider must always have at least one license that has been reviewed and approved. To delete the only remaining license that is reviewed and approved, first add a new license, wait for it to be reviewed and approved, and then delete the other license.

7. Select Save changes.

The following dialog box is displayed if you changed the provider's first or last name:

Change of name
Changes to the provider's name must be reviewed by TELUS Health. If the updated name does not match with the provider's college, your request will be rejected.
Ensure the provider's name has been updated with their college before continuing.
Continue

Select Continue, then Save changes.

The **Providers** window is displayed again. A message is displayed on the provider's card indicating that pending changes have been submitted.

Lis Te TELUS provider ID 2026081
There are #1 pending requests for this provider. For more information click 'Manage provider details'.
Chiropractor
Manage provider details >





Managing organizational details

Changes that you make from the **Organizational details** window are automatically reflected in the system.

From the Provider Portal, select the Menu button, then select Business profile.
 The Business profile window is displayed.

Business hours	
Service address Adress 10 Overlea Blvd, Toronto ON M4H 1A4 Canada Contact numbers Work Fasy 416-416-1920 Work J519-519-3999 ext. 5222 4anage address and contact numbers >	Add mailing address
Organization details Return to Work - Placement Organization name ITT Medical Wanage organization details >	Contact person First name Moliy Last name Manager Email address @ moltymedicalae@gmail.com Role Owner Preferred Language of communication English Manage contact person >

2. In the Organization details section, select Manage organization details.

The Organization details window is displayed.

Organization de	tails
Operation details	
Role	
Rehab Centre	
Organization name	Legal name
BCUAT FACILITY REHAB	
GST/HST Optional	
012345678RT0123	
Save changes Cancel	

The **Role** section is read-only.

3. Optionally change the **Organization name** and **Legal name**.

If you are registered for eClaims only, the Organization name is excluded.

4. If no GST/HST number was previously entered, you can optionally enter it now.

The GST number is a concatenation of nine digits, "RT", and four more digits.

If a GST/HST number was previously entered, the **GST/HST** field is read-only. If your GST/HST number was entered incorrectly, you can select the Info ② button for information on how to correct it. If your GST/HST number has changed, you must submit a new registration and specify that it is a change of ownership.

5. If the **Contact person** section is displayed, optionally update the **First name**, **Last name**, **Email address**, **Role**, and **Preferred language of communication**.

6. Select Save changes.

If you did not update the **Organization name**, the **Business profile** window is displayed again. If you updated the **Organization name**, the **Change of ownership** dialog box is displayed.

Change of ownership	
Is this a change of ownership?	
Yes	0
No	0
OK Cancel	

Select the appropriate response.

If you select **Yes**, you will be directed to register again, by selecting the **Register again** button.

If you select **No** and select **OK**, the dialog box closes and your changes are saved.

Managing your contact person's information

1. From the Provider Portal, select the Menu button, then select **Business profile**.

The **Business profile** window is displayed.

Business profile Request to merge with a duplicate profile and/or view t	he status of previous merge requests <u>here</u>
Organization details Return to Work - Placement Organization name TTT Medical Manage organization details >	Contact person First name Molty Last name Manager Email address moltymedicalao@gmail.com Role Owner Preferred Language of communication English Manage contact person >
Service address Address 10 Overlae Blvd, Toronto ON M4H 1A4 Canada Contact numbers (Work 519-519-3999 ext. 5222) Manage address and contact numbers > Business hours Accessibility support	 Add mailing address

2. In the Contact person section, select Manage contact person.

The **Contact person** window is displayed.

Contact person	
The contact information below will be used	by insurers in issuing statements.
First name	Last name
Laura	BCUAT
Email Address 🕜	Role
BCUATFacilityRehab@gmail.com	Owner v
Preferred language of communication English French 	
Save changes Cancel	

- 3. Update the **First name**, **Last name**, **Email address**, **Role**, and **Preferred language of communication** as required.
- 4. Select Save changes.

The **Business profile** window is displayed again.

Managing address and contact numbers

All changes to addresses and contact numbers are reviewed and implemented by TELUS.

International addresses are not supported for multi-service users. If you are registered with both the eClaims and WSIB services, you will only be able to enter Canadian addresses.

°d

1. From the Provider Portal, select the Menu button, then select **Business profile**.

The **Business profile** window is displayed.

Organization details Return to Work - Placement Organization name TTT Medical Manage organization details >	Contact person First name Moliy Last name Manager Email address moltymedicatao@gmail.com Role Owner Preferred tanguage of communication English
Service address Address 10 Overlea Blvd, Toronto ON M4H 1A4 Canada Contact numbers (Work 5x3 416-416-1920 (Work 519-519-3999 ext. 5222 Manage address and contact numbers > Business hours >	Manage contact person >

- 2. Do one of the following:
 - If you are registered for the eClaims service only, select Manage address and contact numbers in the Service address section.

The **Service address** window is displayed.

Service ad	dress			
Changes to the address and will only be seen here if and 10 business days.	d contact number I when approved.	s must be reviewee The review proces	d by TELUS Health and is will take approximately	
Address				
Address line 1				
Country 🕜		Province 🕢		
CANADA		British Columbia		
City/Town	Ity/Town Postal code			
Richmond	v2P 1C9			
Contact numbers Preferred Country Contact number Ext Type				
	604-233-1000		Work	
• Add a contact number				
Save changes	Cancel			

If you are also registered for the WSIB service, select Manage address and contact numbers in the Mailing address section.

Mailing address	6
Changes to the address and contact numb and when approved. The review process w	ers must be reviewed by TELUS Health and will only be seen here if ill take approximately 10 business days.
Address	
Address line 1	P.O. Box Optional
123 Main Street	
Country	Province
×)	· ·
City/Town	Postal code
Montreal	H4A 1K1
Contact numbers Preferred Country code Contact nu	mber Ext (Optional) Type
+undefined (CAN) 555-555	5555 Work ~
Add a contact number	
Save changes Cancel	

The Mailing address window is displayed.

3. Optionally update the Address line 1, City/Town, and Postal Code.

If you have registered for the eClaims service only, the **Country** and **Province** are read-only. If you have also registered for the WSIB service, these fields are editable.

If you select a **Country** other than Canada, the **P.O. Box** field is disabled, the **Province** field is renamed **Province/State/Region**, the **Postal Code** field is renamed **Postal/ZIP code**, and the **Country code** within the **Contact numbers** section is updated to reflect the selected country.

- 4. To update an existing contact number, update the **Contact number**, **Ext**, and **Type** fields as needed.
- 5. To add a contact number, select **Add a contact number**, then enter the **Contact number**, **Ext**, and **Type**.
- 6. To delete a contact number, select the Delete contact $\overline{\mathbf{U}}$ button to the right of the row.

This button is only displayed if there is more than one contact number, as at least one contact number must be associated with the address.

7. Select Save changes.

The address is verified. If an exact match is found, the address change will be submitted. If the address cannot be verified, the following dialog box is displayed:

Unable to validate address			
The address could not be validated as entered. Select 'OK' to use the address as entered or 'Edit' to make changes.			
Address as entered 123 Arcadia Street Richmond BC V2P 1C9 Canada			
OK Edit			

To submit the suggested address, select **OK**, otherwise select **Edit** to correct the address, then **Save changes** to resubmit it.

The **Business profile** window is displayed again. As address changes must be reviewed by the TELUS Health team before they are implemented, a pending request message is displayed within the **Service address** section or **Mailing address** section of the **Business profile** window.

Service address	
There are 1 pending requests for this ser address. For more information click on 'Manage address and contact number(s)	rvice)!
Address	
4000 Ste Catherine Street West Suite 102 Montreal QC H3Z 1P1 Canada	•
Manage address and contact numbers $ ightarrow $	
Business hours	~
Accessibility support	~

Managing business hours

1. From the Provider Portal, select the Menu button, then select **Business profile**.

The **Business profile** window is displayed.

Business hours v	
Service address Adress 10 Overlea Bitvd, Toronto ON M4H 1A4 Canada Contact numbers (Work Fax) 416-416-1920 (Work) 519-519-3999 ext. 5222 Manage address and contact numbers >	Add mailing address
Organization details Return to Work - Placement Organization name TTT Medical Manage organization details >	Contact person First name Moliy Last name Manager Email address @ moltymedicalao@gmail.com Role Owner Preferred Language of communication English Manage contact person >

2. In the Service address section, select Business hours, then Manage business hours.

The **Service address** window is displayed.

Service address			
Business he	ours		
Day	Open	Close	
Monday	~	·	
Tuesday	~	~	
Wednesday	~	×	
Thursday	~	×	
Friday	~	·	
Saturday	~	×	
Sunday	~	·	
Save changes	Cancel		

- For each day your business is open, select an **Open** and **Close** time.
 If the business is closed for a particular day of the week, do not enter any hours for that day.
- 4. Select Save changes.

The **Business profile** window is displayed again.

Select Business hours again to view the business hours you selected.

Managing accessibility support

1. From the Provider Portal, select the Menu button, then select **Business profile**.

The Business profile window is displayed.

2. In the Service address section, select Accessibility support, then Manage accessibility support.

Accessibility support		
Select features applicable to this location that may help serve clients disabilities, and/or injuries. The most common are listed in the first sec additional features can be found by expanding the sections below.	with impairments, ction, but many	
Parking or Exterior Space	~	
Internal Physical Space	~	
Accessible Formats	~	
Self-Serve Kiosks	~	
Customer Service	~	
Personal Supports	~	
Save changes Cancel		

The Accessibility support window is displayed.

- 3. For each of the categories, such as **Parking or Exterior Space**, select the category name to display its features, then select the checkboxes of the applicable features.
- 4. Select Save changes.

The **Business profile** window is displayed again.

Select Accessibility support to view or verify the list of accessibility features you selected.



Merging accounts

Ö

If you have multiple accounts of the same type (organization or provider) that have different credentials, you can now merge them under one TELUS Provider ID. For example, you might have separate credentials for a referral program. After the accounts have been merged, you can access both records from the same set of credentials rather than logging into each separately. The ID of the account that is absorbed is not lost; it remains associated with the remaining ID. You can search for an account by either ID.

When you merge accounts, you combine two accounts of the same type (provider or organization) that have separate credentials into a single account with one set of credentials. When you associate a provider to an organization, or an organization to a head office, you are identifying professional relationships, but the accounts for each remain separate.

The following section describes how to merge multiple accounts. The accounts must be of the same type (organization to organization or provider to provider). Both organizational accounts in a merge must have the same address.

- 1. From the Provider Portal, select the Menu button, then select **Business profile**.
- 2. Select the here link beneath the Business profile title.

Business profile

Request to merge with a duplicate profile and/or view the status of previous merge requests here

Organization details	Mailing address
Organization name	Address
ABC Head Office	200 College Street, Toronto ON M5T 3A1 Canada
Legal name	Contact numbers
ABC Head Office	(Work) 555-555-5555
Contact person	Manage address and contact numbers >
Giselle Gérant	
Contact email	
clinic.abc.info@gmail.com	
Manage organization details >	

The Merge accounts screen is displayed.

Merge accounts				
If you would like to merge an existing account with your current account, fill out the form below. You will have an opportunity to validate which information will be included in the new merged record.				
Merge accounts user guide	Merge status	3		
Account information	Reference #	Request date	Merged Provider ID	Status
Enter the information for <i>the account you would like to merge with.</i> * Indicates a mandatory field		No re	equests pending	
*Username 👩				
*Password 👩				
*TELUS Provider ID 🛛	If you have any que reference number.	estions regarding your r	request contact provider.mgmt@	telus.com with your
Next	After a sur newly mer - Remove - update t	ccessful merge, you m ged account. duplicate users he access and permiss	ust review all of the users associations for the remaining users	ated with the

3. In the **Account information** section, enter the **Username**, **Password**, and **TELUS Provider ID** of the account you would like to merge with the account you've logged in as.

For example, if you logged in as jsmith, and you want to merge the jsmith and jsmith2 accounts, enter the **Username**, **Password**, and **TELUS Provider ID** for the jsmith2 account.

For information on these fields, select the information icon.

4. Select the Next button.

The **Account information** screen is displayed. The appearance of this screen varies depending upon whether you are merging organizations or providers. The following example illustrates this screen when merging organizations.

Choose the correct information for All other information, for both a	the new, merged record. ccounts, will be retained in the new r	nerged account.
	Account 1	Account 2
Organization name	ABC Clinic	A, B, C Clinic
Contact information	<i>Administrator</i> Joan Anderson	<i>Administrator</i> Joan Anderson
Address	123 Bay Street Toronto ON M4V 2F4 Canada	123 Bay Street Toronto ON M4V 2F4 Canada
	Use this account	Use this account

When merging providers, such as in the following screen, all of the information for both records is combined into the new merged record except for the provider name. It is important, then, to select the correct name.

Account inform	ation	
Choose the correct information for All other information, for both ac	the new, merged record. ccounts, will be retained in the new me	erged account.
	Account 1	Account 2
Provider name	Use this account	Janet Green Use this account
Back		

5. Select the **Use this account** button beneath the account you want to retain.

The **Review and submit** screen is displayed. The appearance of this screen varies depending upon whether you are merging organizations or providers. The following example illustrates this screen when merging two organizations.

	Review and	submit					
Balances information Balances mark Balances mark Section Balances mark Balances mark Charlast information Balances mark Balances mark Section Balances mark Balances mark Comparison Balances mark Balances mark Sections construct number Balances mark Balances mark Sections constexet Balances mark	onfirm the merged account hanges to information can b	information before submitting the made by request in Char	ng the request. nge Management after merging.				
Abel Control of the state of the	3usiness inform	nation					
Contact Information Order total Defaults conclusion Order total	ABC Clinic	Legal business name ABC Clinic Inc.	GST/HST number				
Contraction Order offer Some of a standard of a	Contract Informer	ABC Clinic Inc.	45678RT34542				
Joan Anseron Magnifulfice admin Ciganization ermail address Examine Coganization ermail Coganizatio Coganization ermail	Contact's first name	Contact's last name	Contact role				
Corporation or enail address Extraction color Corporation color Table of the control of the contro	Joan	Anderson	Manager/Office	admin			
	Organization e	mail address					
contactign ABCClinic.com Taxita - Julia - Salida - Salid	Email address						
Note of the service	contact@ABCClinic.	com					
Retire Exclusion Deparation Parative - Station and creases Better attain Organization address Station - Stat	Organization rol	e					
	Role	Effect	tive date Expiry date				
Defense to the service of the servi	Facility- Skilled nursing	2015-	01-23				
term read of the second of th	license						
Start data Start data <th c<="" td=""><td>license number</td><td>License issuer</td><td>Effective date</td><td></td><td></td><td></td></th>	<td>license number</td> <td>License issuer</td> <td>Effective date</td> <td></td> <td></td> <td></td>	license number	License issuer	Effective date			
Organization address: xixx Sixt data For data Address topic 12 Bay Street Torento ON MAY 2F4 Casada 2017-01.2 Birkice Details 300 Carling Avenue Address contact number wind Six data Six data <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<>							
Start data Ord data Address sport 123 Bay Street Torento ON MAY 2F4 Casada 2015-02-02 Service 124 Bay Street Torento ON MAY 2F4 Casada 2017-01-22 Service Details 300 Carling Avenue Address contact number Image: Service Se	Organizatio	n address					
Interface Autorized Autorized Between 128 Bay Street Toronto DN BAY ZP4 Casada 2017-01-22 Berklow Details 300 Carling Avenue Address contact number version 010-05-10 Berklow Details 300 Carling Avenue Address contact number Note: Street Str	Address	onto ON MAY 2E4 Creed	ia	Start date	End date	Address type	
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<section-header></section-header>	120 pdy Street 10	ond on may 2re canad					
Associated head office arguncation name Contact number Contact nu	Business hours Day Monday Technology	Open Closed	I				
Processer Reference Usar Anderson Keiner Variar Bahab Centres 613-655-687/2 (Cell) 123 GARRETT BUO NORTH YORK ON MEX 115 CAMADA ASSOCIATED provider(s) Provider Name 123 GARRETT BUO NORTH YORK ON MEX 115 CAMADA Associated provider(s) Provider Name Provider Name Jane Smith Chiropractor Provider Name Usar Anderson Chiropractor Name Usar Anderson Chiropractor Jane @ABOCLInico com Jane Smith Administrator Jane@ABOCLinico com Jane Anderson Joan@ABOCLinico com Com@ABOCLinico com	Business hours Day Menday Tuesday Wednesday Throday Friday Saturday Suite accessibility Stite accessibility Automated exterior do Eleventor size allows for more any	Cpen Closed	I				
Operation (name) Collect Name() Manifegiax Station) Volume Ruhal Centres 633-555-8974 [cell] 223 GARRETT BLVD NORTH YORK ON MEX 215 CAMADA Associated provider(s) Fixed Fixed Provider name Fixed Chiropractor Physiotherappist Chiropractor Physiotherappist Use Anderson Chiropractor Physiotherappist User acccess & permissions User @ABCClinic.com Xam Smith Administrator Jare@ABCClinic.com Xan Anderson Administrator Joen@ABCClinic.com Xan Anderson Administrator Joen@ABCClinic.com	Dustioness hours Day Monday Tuesday Wednesday Thurday Friday Saturday Sunday Site accessibility Automated exterior do Elevator dea allows for The watting room has a	Coon Cloud					
Associated provider(s) Provider rane Physiotherapat Lisa Anderson Chiropractor Physiotherapat Lisa Anderson Chiropractor Administrator Jame@ABCClinic.com Administrator Joen@ABCClinic.com Comments	Dustioness hours Day Monday Tuesday Vednesday Undensday Thursday Friday Saturday Sunday Site accessibility Automated enterod Eveders site allows for The watting room has a	Control Coord					
ASSOCIATED provider(S) Proder name Proder Jaine Smith Chiropractor Usa Anderson Chiropractor User access & permissions User name Prode trans adverson Administrator Jaine Smith Administrator Jaine Mederson Administrator Joan Anderson Administrator Joan@ABSCElinic.com	Dustioness hours Day Monday Tuesday Tuesday Tuesday Tuesday Site accessibility Automated enterior do Elevetor size accessibility Automated enterior do Elevetor size accessibility Automated enterior do Elevetor size accessibility Cognetization name Cage Behb Contras	Control of the set of	Malling address	KE ON MALE VICE FAIL	4/04		
Provisitivities Projectivities Jane Smith Chilopractor Usa Anderson Chilopractor User access & permissions Entel actress User name Prive Anne Smith Administrator Jame Smith Administrator Jame@ABCClinic.com Comments	Degree and a second sec	Open Observed Image: constraint of the second of the	Maling actives 123 GARETT BLVD NORTH VOI	RE ON MEE 145 CAR	VADA		
Lisa Anderson Line practice User access & permissions Errat actress User name Prive Errat actress Jame Smith Administrator Jame@ABCClinic.com Josan Anderson Administrator Jame@ABCClinic.com Comments Image@ABCClinic.com Image@ABCClinic.com	Doy Monday Turasday Turasday Turasday Turasday Friday Saturday Saturday Saturday Site accessibility Automated exterior S Bite accessibility Automated exterior S Bite accessibility Automated exterior S Care Rehab Centres Care Rehab Centres	digent discord di	Mairg address 123 GARETT ELVD NORTH YOR	RE ON MIRE 1/15 CAR	uda		
Lisa Anderson Chiropactor USer access & permissions User name Prob Ematadores Amministrator Jane@ABCClinic.com Loan Anderson Administrator Joan@ABCClinic.com Comments	Distinguishes hours Dist Monday Turasday Wenesday Thuraday Friday Saturday Saturday Saturday Site accessibility Automated exterior Brevetor isa allow for The waiting room has a Associated head Cognitation name Care Rehab Centres Associated prof Provider name Marcinet		Mairg address 123 GARETT ELVD NORTH YOR	RE ON MER 195 GAR	4ADA		
User access & permissions User anno Fixe Sinth Administrator Jane@ABCClinic.com Joan@ABCClinic.com Comments	Des Business hours Des Monday Turasday Vednesday Thunday Friday Saturday Saturday Saturday Site accessibility Automated exterior Bevator size allows for The waiting room has a Cognitation name Cognitation name Co		Mairg address 123 GARETT ELVD NORTH YOR	RE ON MER 195 GAR	uada.		
Uter rano Pole Email address Jare Smith Administrator Jare@ABCClinic.com Joarn Anderson Administrator Joarn@ABCClinic.com Comments	Distinguishes hours Dist Monday Turasday Wenesday Turasday Staturday Saturday Saturday Site accessibility Automated exterior The wattrag commander the wattrag commander Associated head Organization name Ware Rehab Centres Associated prof Provider name ware Benhal	Open Observed Image: Im	Maing acknos 123 GARETT BLVD NORTH YOU	RE ON MER 195 GAR	uda		
Jane Smith Administrator Jane @ABCClinic.com Joan Anderson Administrator Joan@ABCClinic.com Comments	Distinguish of the second seco	Open Obood Open Open	Maing address 223 GARRETT BLVD NORTH YOU	R ON MBK 1YS CAI	uada.		
Joan Anderson Administrator Joan@ABOCIFire com Comments	Distinguish of the second seco	Open Obood Open Open	Mailing address 223 GAARETT BLVD NORTH YOU	RC ON MBK 135 CAR	VADA		
Comments	Distinguish of the second seco	Open Obood Open Open Open </td <td>Mailing address 123 GAARETT BLVD NORTH YOU Email address Image Address Image Address Jane@AddCillaic.com</td> <td>RE ON MIRE 1YS CAR</td> <td>vaDa</td> <td></td>	Mailing address 123 GAARETT BLVD NORTH YOU Email address Image Address Image Address Jane@AddCillaic.com	RE ON MIRE 1YS CAR	vaDa		
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The following example illustrates this screen when merging two providers.

Review and	l submit		
Confirm the merged accourt Changes to information car	nt information before submitting the request. a be made by request in Change Management after	r merging.	
Provider name	2		
Title First name	Middle name Last name	Suffix	
Dr. Jane	Elizabeth Green		
Service Langu	age(s)		
Language			
English			
French			
Spanish			
Provider email	address		
Envel address			
contact@Med-Health.ca			
Provider role			
Rolo	Effective date		
Chiropractor	2016-01-12		
License			
License number	License issuer	Effective date	
10202	Association des chimprocticions du Ouches	2016.01.12	
22455	Colloga of Chicographics of Optimic	2010-01-12	
20400	constent of an opractors of of real of	2010-01-12	
Business infor	mation		
Registered business name			
Jane Green Health			
Jane Green Health			
Jane Green Health	locations		Address Name
Jane Green Health Associated Address S578 Street	locations		Address type
Jane Green Health ASSOCIATED Address 5678 Street 1234 Street	Iocations	_	Address type Service
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6. Review the merged account information, then select the **Submit merge account** button.

The Merge requested screen is displayed.



- 7. Select the **Print this page** button to print your confirmation reference number.
- 8. From the User access and permissions link, remove the duplicate user and verify the permissions of the remaining user.



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