

# How do I remove my providers?

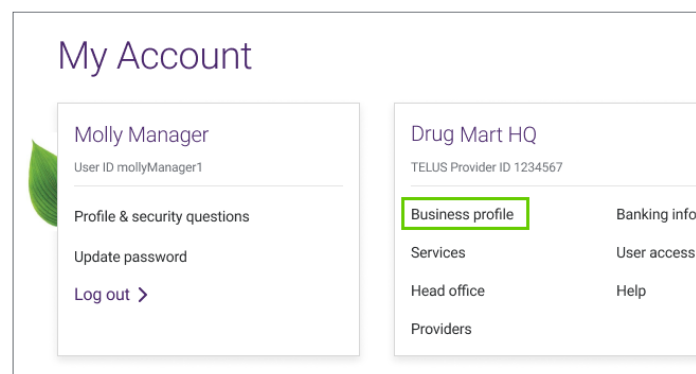


**This document applies to you if you are** an organization no longer working with a provider whom you previously added.

It is important to remove a provider when you terminate your relationship with them, as this will ensure billing accuracy. You can remove the provider from the provider portal, by following the steps below. It will no longer be possible to submit bills for the provider for services performed after the date the provider was unlinked.

## Step 1: Access the Providers link.

Login to the provider portal and select the **My Account** (🔑) menu and then the **Providers** link.



**Step 2:** Select Remove next to the provider you want to remove.

Providers

Add provider

Deirdre Anderson

TELUS Provider ID 45996

Chiropractor

Physiotherapist

Services

eClaims, WSIB

Manage provider details

Remove

**Step 3:** Select Remove.

Remove provider

Are you sure you would like to remove the following provider from your organization?

Deirdre Anderson

TELUS Provider ID 45996

Chiropractor

Physiotherapist

Remove

Cancel

Learn more

To access the complete Providers User Guide, select **Help** from the **My Account** (🔒) menu, and then select the **Providers** link.

Help

The following user guides provide an overview of each section of this application.

Business profile

Services


Head office

Providers

Banking information

User access and permissions

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