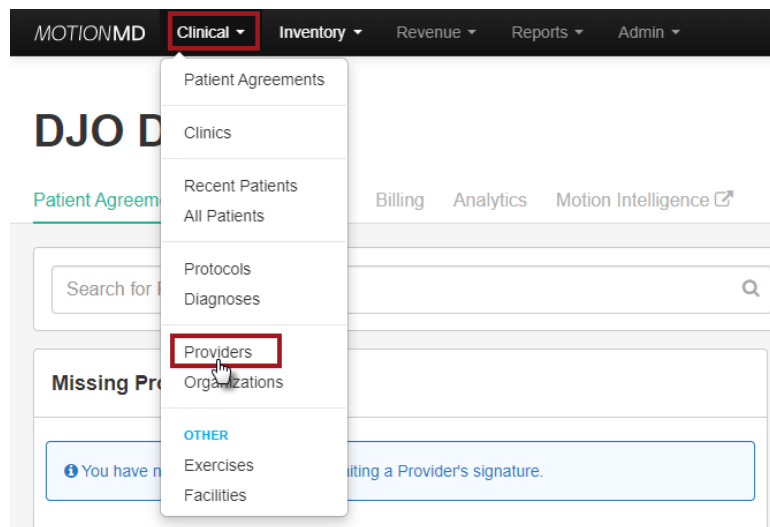


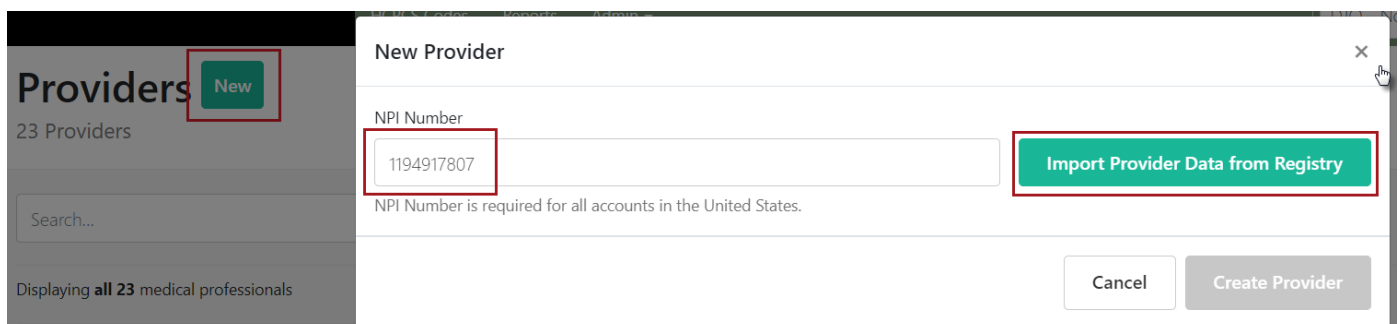
ADDING A PROVIDER

A feature has been added to the New and Edit Provider workflow that will complete a callout to the NPI Registry to validate that the NPI number is valid and active and import the provider's name and specialty into MotionMD. This update will provide improved accuracy and ensure the NPI and provider name match. During the implementation process, any provider prescribing DME will be uploaded into MotionMD by your implementation lead. If a new provider needs to be added or their name updated, follow these steps below.

Select the **Clinical** tab and click **Providers**.



On the Provider list page, click the **New** button and a **New Provider** modal will open. Add the new provider's NPI number and click the **Import Provider Data from Registry** button. This will send the NPI number to the NPI Registry to confirm the NPI number is valid and active.



ADDING A PROVIDER

After clicking the Import Provider Data button, the form will populate the **First Name, Middle Name, Suffix, Last Name, and Medical Professional Taxonomy (Specialty)** fields directly from the NPI Registry. Confirm the name of the provider is correct and click the **Save Changes** button.

Edit Provider

NPI Number (Required)

1194917807

Import Provider Data from Registry

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

Profile Information

Organization

Prefix

First Name (Required)

Patty

Middle Name

O

Suffix

MD

Last Name (Required)

Furniture

State License Number

Medical professional taxonomy

Sports Medicine (Orthopaedic Surgery) Physician

Contact Information

Street

City

State

Zip Code

Phone Number

Mobile Number

Email

Comments

Active?

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

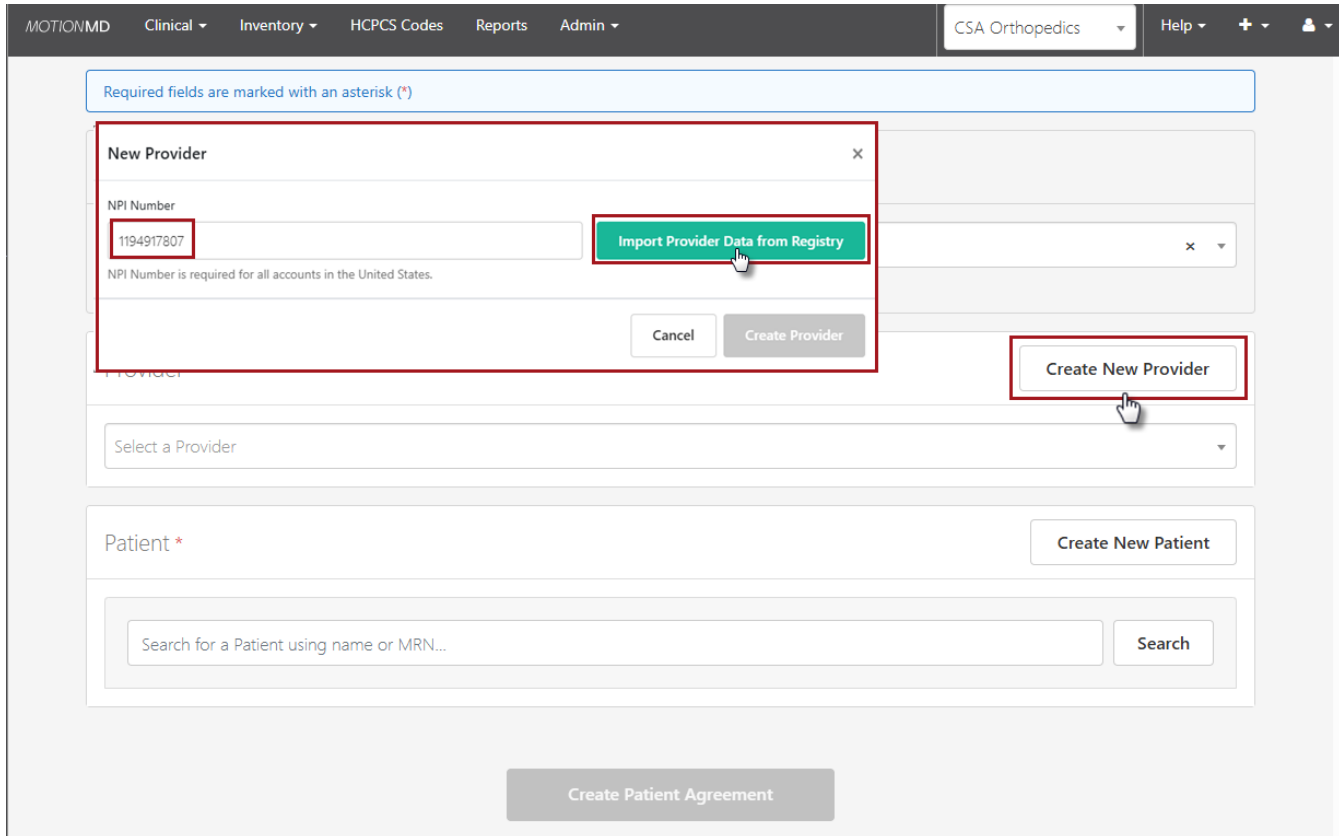
Cancel

Save Changes

Page 2 of 4

ADDING A PROVIDER

Note: A user can **Create New Provider** from the PA page and the **New Provider** modal will open.



The screenshot shows the MotionMD web application interface. At the top, there is a navigation bar with tabs: MOTIONMD, Clinical, Inventory, HCPCS Codes, Reports, and Admin. On the right, there is a dropdown menu for 'CSA Orthopedics' and a 'Help' button. Below the navigation bar, a blue banner states 'Required fields are marked with an asterisk (*)'. The main content area features a 'New Provider' modal window. Inside this modal, the 'NPI Number' field is highlighted with a red box and contains the value '1194917807'. To the right of this field is a green button labeled 'Import Provider Data from Registry'. Below the NPI field, a note states 'NPI Number is required for all accounts in the United States.' At the bottom of the modal are 'Cancel' and 'Create Provider' buttons. To the right of the modal, a 'Create New Provider' button is also highlighted with a red box. Below the modal, there is a 'Select a Provider' dropdown menu. Further down, there is a 'Patient' section with a 'Create New Patient' button and a search bar labeled 'Search for a Patient using name or MRN...' with a 'Search' button. At the very bottom, there is a 'Create Patient Agreement' button.

Additional Information

- The NPI Registry data is maintained by the individual holding the NPI number.
- If the imported provider's name does not match what's expected, confirm that is the correct NPI number before saving or updating the form. Changing the name will save a mismatch between the provider's name and NPI number in MotionMD.
- The name fields can be edited, and the override will be saved in MotionMD. For example, if a provider wishes to go by a shortened version of their first name or by their middle name as their First name.
- If the provider's imported taxonomy or specialty isn't set or specific enough it can be updated from the taxonomy/specialty list from the NPI Registry by searching in the dropdown menu.
- The provider's information can be refreshed from the NPI Registry by clicking the **Edit** button and clicking the **Update Provider Data from Registry** button. This will override any manually updated fields.
- Providers may not be deleted from the system once they have been added to a Patient Agreement.

ADDING A PROVIDER

Error Messages

If the NPI number isn't in the Registry.

New Provider

NPI not found in NPI Registry

NPI Number (Required)

1194917801

Import Provider Data from Registry

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

If the NPI number has already been tied to a provider in MotionMD.

New Provider

Npi number has already been taken

NPI Number (Required)

1194917807

Import Provider Data from Registry

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