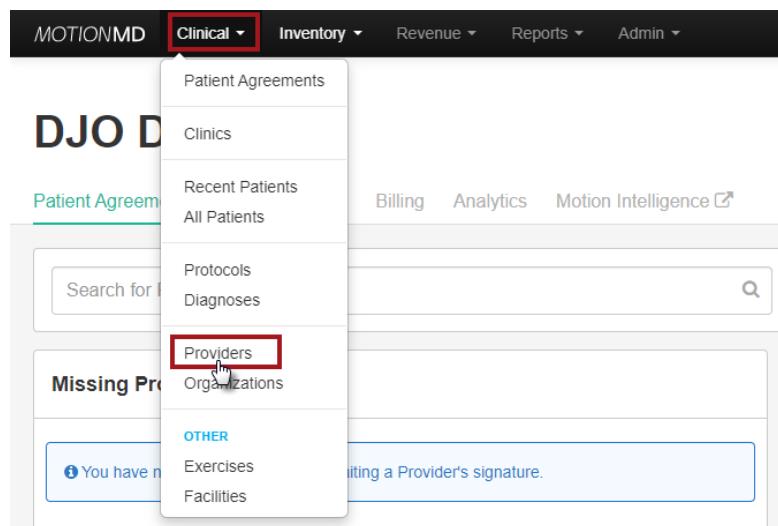


ADDING A PROVIDER

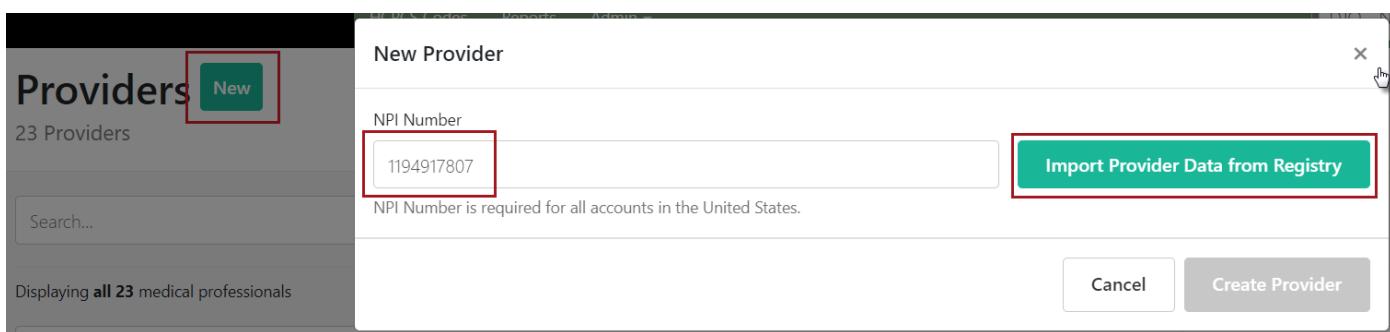
A feature has been added to the New and Edit Provider workflow that will complete a callout to the NPI Registry to validate that the NPI number is valid and active and import the provider's name and specialty into MotionMD. This update will provide improved accuracy and ensure the NPI and provider name 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**.



The screenshot shows the MotionMD software interface. The top navigation bar includes 'MOTIONMD', 'Clinical' (which is highlighted with a red box), 'Inventory', 'Revenue', 'Reports', and 'Admin'. Below the navigation is a search bar and a sidebar with sections like 'Patient Agreement' and 'Missing Pro'. A red box highlights the 'Providers' button in the dropdown menu. The main content area shows a list of providers with a note about awaiting a provider's signature.

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.



The screenshot shows a 'New Provider' modal. On the left, a list shows 'Providers' (23 Providers) with a 'New' button highlighted with a red box. The main modal has a title 'New Provider' and a 'NPI Number' field containing '1194917807', also highlighted with a red box. Below the field is a note: 'NPI Number is required for all accounts in the United States.' At the bottom right of the modal are 'Import Provider Data from Registry' (highlighted with a red box), 'Cancel', and 'Create Provider' buttons.

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)

Import Provider Data from Registry

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

Profile Information

Organization

Prefix **First Name (Required)**

Middle Name **Suffix**

Last Name **(Required)**

Contact Information

Street

City **State Zip Code**

Phone Number **Mobile Number**

Email

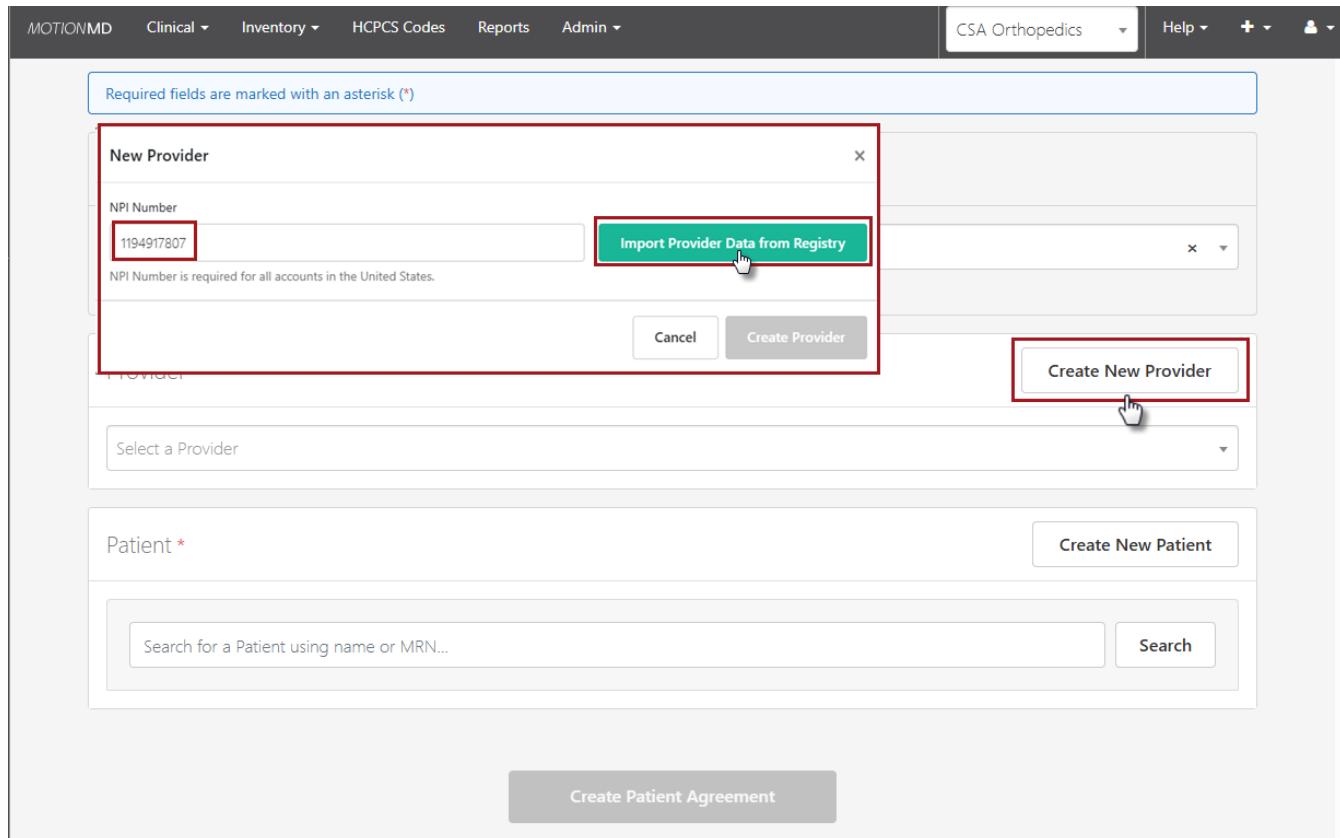
Comments

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

Save Changes

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 software interface. At the top, there is a navigation bar with links for 'MOTIONMD', 'Clinical', 'Inventory', 'HCPCS Codes', 'Reports', 'Admin', 'CSA Orthopedics', 'Help', and user profile icons. A modal window titled 'New Provider' is open in the center. It contains a form with an 'NPI Number' field containing '1194917807', an 'Import Provider Data from Registry' button (which is highlighted with a red box and a cursor), and 'Cancel' and 'Create Provider' buttons. Below the modal, there is a dropdown menu labeled 'Select a Provider' and a 'Patient' search section with a search bar and 'Create New Patient' button. At the bottom of the screen, 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 X

NPI not found in NPI Registry

NPI Number (Required)

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 X

Npi number has already been taken

NPI Number (Required)

Import Provider Data from Registry

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