

Quick Reference Guide: Adding a Group Affiliation

Steps:

1


Group, Facility & Hospital Affiliations (Individual)
This is not a required section. To skip this section click on Next button.

Save Cancel Previous Next

Pending Group Affiliations

Deleting your affiliation entry in this section will not delete your confirmed group affiliation.

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address	
No pending affiliations found.							




Confirmed Group Affiliations

The grid above shows Groups where you are currently confirmed as a Group member (or have in the past been confirmed as a Group member)

Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address	
No confirmed affiliations found.							

Hospital Affiliations

Facility Name	Staff Category	Status of Privileges	Primary Facility	Start Date	End Date		
No hospital affiliations found.							



To add a Group Affiliation, click 'Add New' under the Pending Group Affiliations section

2

Group Affiliation

Medicaid ID

NPI

Save Cancel

On the Group Affiliation pop-up, enter the Medicaid ID

Click anywhere outside of the field and the NPI field will automatically populate

3

Group Affiliation

Medicaid ID

NPI

Save Cancel

Click 'Save' to continue

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Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
PROFESSIONAL MEDICAL GROUP			01/14/2022	12/31/2299	Pending Approval	3485 YORK COMMONS BLVD DAYTON, OH 45414- 2675		✖

Add New

Confirm the affiliation is listed on the screen in the table below 'Pending Group Affiliations'

5

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Confirmed Group Affiliations
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Group Name	NPI	Medicaid ID	Start Date	End Date	Affiliation Status	Address		
PROFESSIONAL MEDICAL GROUP			01/20/2022	12/31/2299	Active			

When the 'Pending Group Affiliations' are approved by the Group Provider(s), they will move to the 'Confirmed Group Affiliations' section