

How do I **create and associate** providers?



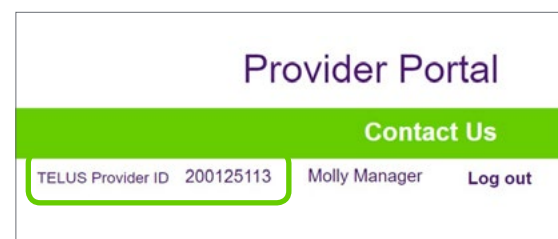
This document applies to you if your organization is one of the following types:

- Community and social service centre
- Dental clinic
- Hearing health clinic
- Medical centre (including rehab centres)
- Mental health program clinic
- Optometry clinic
- Pain centre

You now have the option to submit bills on behalf of your providers and have the payment sent directly to them. Eventually, it will become mandatory for your organization to specify the provider name when submitting these bills. To prepare for this, we encourage you to follow the steps below to create and associate the providers who work at your organization.

Step 1: Gather your information.

Ensure you have your provider's first and last name and TELUS Provider ID. The TELUS Provider ID was included in the welcome email. It is also displayed in the top right corner of the provider portal homepage. If your provider is not already registered, you will also need their license information.



Step 2: Access the Associate a Provider link.

Log into the provider portal and click the **Associate a Provider** link located under **Provider Management** on the right hand side of the provider portal homepage.

Associate a registered provider

Enter the information for *the provider that you would like to associate*.
* Indicates a mandatory field

* First name

* Last name

* TELUS Provider ID

* Start date

It may take a few days to process a request. Track the current status of your request in Request Status.

Associate a new provider

Create a new provider and associate them to your clin

Step 3: Associate a registered provider.

If your provider is already registered, enter their first and last name, their TELUS Provider ID, the start date of the association and click the **Submit** button. Go to step 5.

If your provider is not yet registered, click the **New provider** button. Go to step 4.

Step 4: Fill in new provider's details.

If you are registering a new provider, you will need to enter their first and last name, language(s) (if desired) and start date. You will also need to enter their license information. Once you have entered all of the required information, click the Submit button. Required fields are indicated with a red asterisk. *

Provider information

* First name Middle name * Last name

Service language * Start date

+ Add another language

Role & license information

* Province	* Role	* License number	* License issuer	* License date
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>

+ Add another license

Associate provider

Review the information to ensure accuracy. After submitting it you will be able to track the status of your request

Step 5: Record your confirmation details.

Your request is now complete and has been transmitted to the TELUS Provider Management Group. Note or print your confirmation number for your records. Click the **Back to Associate a provider** button if you have additional providers to associate.

New provider requested

Your association request has been received and will take approximately 10 business days to be processed.
Your confirmation reference number is:3017026

Please email provider.mgmt@telus.com with your reference number for a status update if it has been longer than 10 business days since you submitted your request.
Please note that status updates will not be answered if it has not been longer than 10 business days.

Learn more

To access the complete **Associate a Provider** user guide, browse to the application as described in step 1. The link to the user guide is located beneath the header of the application.

Associate a provider

Associate providers to your clinic to easily attribute services performed to them.