
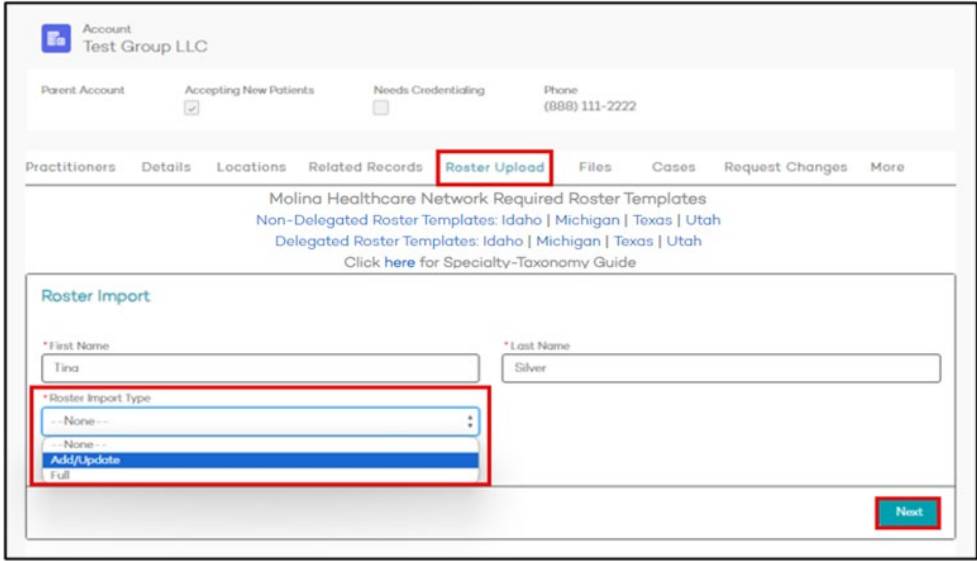


## Adding Practitioners to a Group - Roster Uploads

Follow these guidelines to add practitioners to a group via a roster upload.

Step	Action
<b>1</b>	The provider creates an approved Excel template (CVS format).
<b>2</b>	<p>On the Welcome page, select the box next to the Practice Name.</p> <p style="margin-left: 20px;">a. Click <b>Open Selected Practice</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p><b>Result:</b> The Group Account page opens.</p>
<b>3</b>	<p>In the Roster Upload tab:</p> <p style="margin-left: 20px;">a. Select <b>Add/Update</b> in the Roster Import Type field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p style="margin-left: 20px;">b. Click <b>Next</b>.</p> <p><b>Result:</b> The Upload Files page opens.</p>

**4** Upload the roster:

- a. Click **Upload Files**.

**Note:** There is also a **drop files** option.

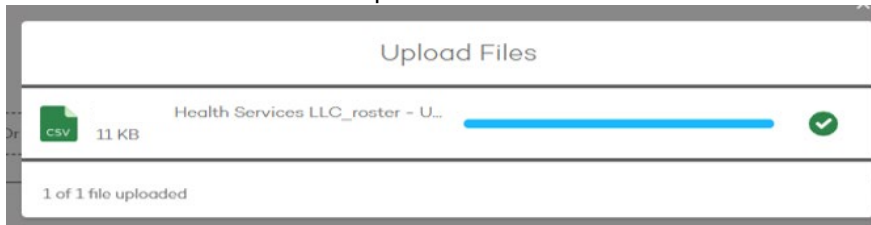


**Result:** The PC file window opens.

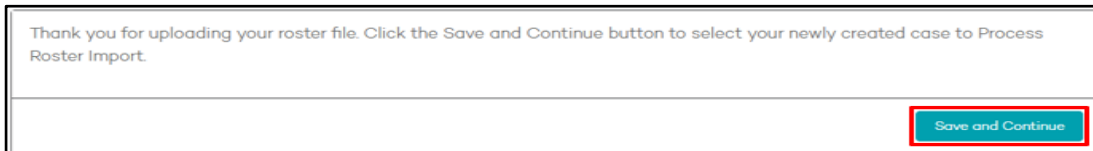
- b. Select the roster file.
- c. Click **Open**.

**Result:** The roster is uploaded.

- d. Click **X** to close the Upload Files window.



- e. Click **Next**.
- f. Click **Save and Continue**.



**Result:** A case is created for the roster import.

**5** Process the roster:

- a. In the **Recently Viewed** section, click the **Case Number** of the most recent Roster Import in New status.

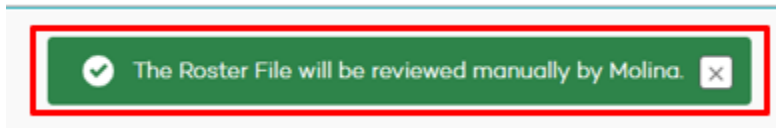
Recently Viewed ▾				
3 items • Updated a few seconds ago				
	Date/Time Opened ▾	Case Number ▾	Status ▾	Subject ▾
1	7/5/2023 1:36 PM	07434121	New	Roster Import
2	6/13/2023 2:28 PM	07430856	In Progress	
3	7/5/2023 1:11 PM	07434119	Submitted	

**Result:** The case opens.

b. Click **Process Roster Import**.



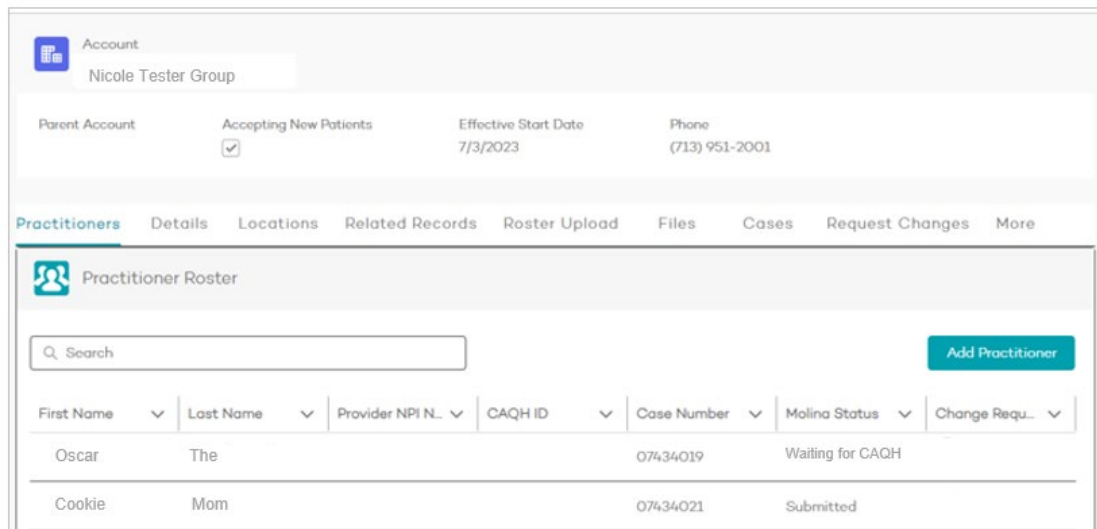
**Result:** A notification will appear if there are no errors.



c. Click **Home**.

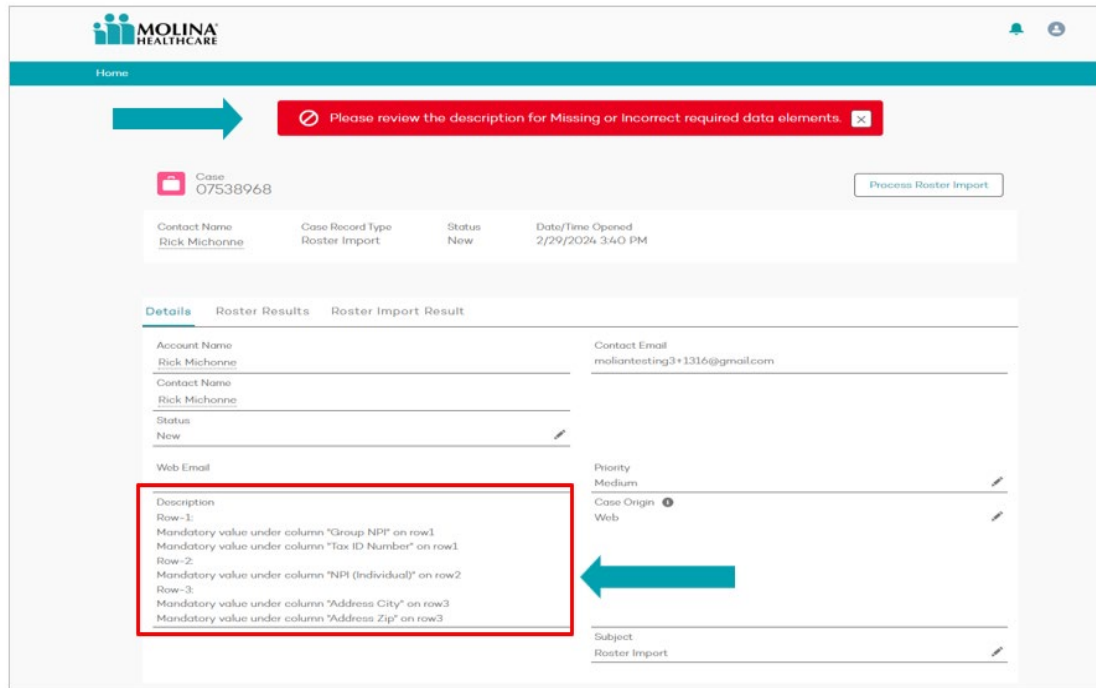


d. The practitioners and all associated information from the roster are now available in the portal.



- Practitioner records created via the roster upload are now shown in the group record under the practitioners tab.
- The status will change to **Waiting for CAQH** if the practitioner **requires** credentialing.
- The status will change to **Submitted** if the practitioner **does not require** credentialing.
- There is no need to complete enrollment in either case.

**6 Roster errors**



The screenshot shows the MOLINA HEALTHCARE interface for a roster import case. At the top, a red notification banner states: "Please review the description for Missing or Incorrect required data elements." Below this, the case details for Case 07538968 are shown, including Contact Name (Rick Michonne), Case Record Type (Roster Import), Status (New), and Date/Time Opened (2/29/2024 3:40 PM). A "Process Roster Import" button is visible. The "Details" section is expanded to show "Roster Import Result". The error description is highlighted in a red box:

- Row-1: Mandatory value under column "Group NPI" on row1
- Mandatory value under column "Tax ID Number" on row1
- Row-2: Mandatory value under column "NPI (Individual)" on row2
- Row-3: Mandatory value under column "Address City" on row3
- Mandatory value under column "Address Zip" on row3

Other fields shown include Account Name (Rick Michonne), Contact Email (molintesting3+1316@gmail.com), Contact Name (Rick Michonne), Status (New), Web Email, Priority (Medium), Case Origin (Web), and Subject (Roster Import).

- Any errors during the upload process are viewable on the roster import case.
- These errors must be corrected, and a revised file must be uploaded.