

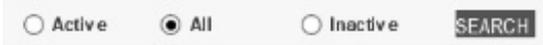
Merge - Adding New Physician - Administrative Task

Last Modified on 12/26/2019 4:45 pm EST



Merge - Adding New Physician

Once an add request has been received, follow the below steps to add the Physician within Merge Admin.

1. Prior to adding physician into merge, validate the NPI
- <https://npiregistry.cms.hhs.gov/registry/>
2. Prior to adding physician into merge, pull up the ERP Doctor Additions list within the Public Drive
- Note: To find the ERP Doctor Additions list, go to Business Office (i:), Scheduling Folder, and select ERP Doctor Additions
3. Log into Merge
4. Launch Admin Portion of Merge
5. In the list (left side), scroll to the Physicians section
6. Click on "Physician"
7. Before searching, confirm that the radio button for "All" is selected
A screenshot of a search interface. It shows three radio buttons: 'Active', 'All', and 'Inactive'. The 'All' radio button is selected. To the right of the radio buttons is a button labeled 'SEARCH'.
8. Search in the field titled "Physician" by name. [lastname,firstname]
9. If nothing comes up, search by only a few letters of the first and last name to confirm there is not a profile created already.
10. If no matches appear, click "Add" at the bottom of the Admin screen
11. Enter the Doctors information into the Add/Edit Physician Screen

- First Name and Last Name
- Middle Initial (If Provided)
- NPI Number pulled from the NPI Registry Website
 - Note: LAST RESORT, use default NPI # of 1215985437
- Select the correct Suffix
- Enter the Specialty (Note: Review the NPI Registry. It should be listed on the website)

13. On the "Add/Edit Physician" screen, next to the "Practice" field, click the "Add" button

14. On the next screen that appears (Physician Practice Search), click "Add" button

15. On the "Add/Edit a Practice" screen, complete the following information:

- Enter the physician's name identically in the fields named "Practice Code" and "Practice Name"
 - Example: William H Smith MD
- Enter the physician address (Street number, street name, and suite name only. Do not enter city, state, or zip)
 - Using the ERP Doctors Additions spreadsheet, fill the next available number and enter it in the PMIS Field
 - Complete filling out Address 1, Address 2 (if applicable), Zip Code, Phone, and Fax (if available)

16. Once complete, click "Complete"

16. On the "Physician Practice Search" screen, double click on the address that was just added

17. The "Add/Edit Physician" screen will appear

18. Under the "Practice" dropdown, click on the physician's name

19. Make sure that the correct physician listed is selected in blue under "Practice Name"

20. Click on "Location Settings"

Practice Name	Location	Phone	Fax	Email	PMIS	Distribution	Status
PAULINA GORNEYBROWN MD	8503 ARLINGTON BLVD STE 310	7032084200	7038761799		30439	Fax, Print	Active

21. The Physician Office Parameters screen will appear

22. Update the Distribution Method

- Check the box for Fax Report if receiving reports via fax. If fax, enter the fax number without dashes.

- Check the box for Print Report if receiving reports via mail. Note: Enter a 1 in the Number of Print Copies box.

- Note: Both options (fax and print) can be selected for the same physician.

Distribution Method	
<input checked="" type="checkbox"/> Fax Report	5713846702
<input type="checkbox"/> Email Report	
<input type="checkbox"/> Print Report	Number of Print Copies 1

23. Update the Physician PMIS field to include the correct PMIS number from the ERP Doctors Additions list

Physician
PMIS 13482-2

24. Click on "Complete"

25. On the "Add/Edit Physician" Screen, click "Complete"

26. If there is an MRN listed in the change request, review the patient file to confirm the change is shown on their appointment.

Updated: 11/12/2019
