

How do I add/remove service address for Groups?

Group Demographic Update

You are now able to see a full list of your *Active, New, and Please Remove* Status Service Addresses at the top and a list of Billing Address currently being used at the bottom of the Addresses page.

The screenshot shows the 'Addresses' page with two main sections: 'Service Addresses' and 'Billing Addresses'.

Service Addresses: This section has three buttons at the top: '+ Add New Address', 'Modify an Address', and 'Remove an Address'. Below is a table with columns: Status, Practice Name, Location Address, Billing Address, Phone, Tax ID, and Effective Date.

Status	Practice Name	Location Address	Billing Address	Phone	Tax ID	Effective Date
New	Scott Inc	9999 Crunch Time, Marco Island, FL 34145	..	(123) 456-7890		
Please Remove	Scott Inc	219 N Milwaukee St ste 250, Milwaukee, WI 53202	..	123-123-4444		
New	Scott Inc	Telehealth Location, Telehealth, CO 00000	123 Main Struul, Independence, MO 64056-2046		465465465	
Active	Testing	115 E Grandriver St, Independence, AL 39847	123 Main Struul, Independence, MO 64056-2046	(816) 123-4567	465465465	Oct 1, 2020
New	Scott Inc	100 Clams Street, Denver, CO 65478	123 Main Struul, Independence, MO 64056-2046	(111) 555-4444	465465465	
New	Scott Inc	Telehealth Location, Telehealth, CO 00000	123 Main Struul, Independence, MO 64056-2046		465465465	
New	Scott Inc	100 Clams Street, Denver, CO 65478	123 Main Struul, Independence, MO 64056-2046	(111) 555-4444	465465465	
Active	Testing	20216 E 14th Terr Ct, Independence, AL 39847	123 Main Struul, Independence, MO 64056-2046	(816) 123-4567	465465465	Oct 1, 2020
Please Remove	Scott Inc	1111 Sweet Lane, Sugar Land, TX Somewhere	..	(666) 888-4444	951847623	

Billing Addresses: This section has a 'Modify a Billing Address' button. Below is a table with columns: Financial Name, Billing Location, Tax ID, and Effective Date.

Financial Name	Billing Location	Tax ID	Effective Date
Joe Test	123 Main Struul, Independence, MO 64056-2046	465465465	Oct 1, 2023

Add a New In-Person Address

- Click the 'Add New Address' button a modal will popup asking you what type of address it is
 - You will click 'In Person' then click 'Next'.

The screenshot shows a modal titled 'Add a new Address'. The question is 'What kind of service address are you adding?'. There are three radio button options: 'In Person' (selected), 'Virtual', and 'Both In Person and Virtual'. At the bottom, there are 'Back' and 'Next' buttons.

- On the next page you can enter your Phone and Fax Numbers in this format: XXXXXXXX
- You can enter your Website as either www.lucethealth.com or lucethealth.com

Add a new Address

Progress bar: 1 of 2 steps active

* Location Name

* Phone

Fax

* Is the location ADA compliant?

* Credentialer Email

Office Manager Email

* My website supports setting appointments?

Website

Buttons: Back, Next

- After clicking 'Next' you are taken to the Address Information page. Here you can either 'Search Address' to use a Google lookup of the address or manually enter the information in the Street, City, State, Postal Code, and Country fields below the search functionality.

Add a new Address

Progress bar: 2 of 2 steps active

Address Lookup

* Search Address

* Street

* City

* State

* Postal Code

Country

Buttons: Back, Next

- After clicking 'Next' you are taken to the screen where you can enter the operating hours for this address
 - Note: End Times must be after Start Times. If this location is not available on a day, please select Closed in the drop down.

Add a new Address

* Monday Start Time: Select an Option

* Monday End Time: Select an Option

* Tuesday Start Time: Select an Option

* Tuesday End Time: Select an Option

* Wednesday Start Time: Select an Option

* Wednesday End Time: Select an Option

* Thursday Start Time: Select an Option

* Thursday End Time: Select an Option

* Friday Start Time: Select an Option

* Friday End Time: Select an Option

Back Next

- After clicking 'Next' you will be able to select which billing address (Tax ID) you want to associate the service address with

Add a new Address

Which billing address should be associated with this service address?

Tax ID	Effective Date	Billing Address	City	State
<input type="radio"/> 123444444		1801 ARAPAHOE ST	DENVER	CO
<input type="radio"/> 465465465	2023-10-01	123 Main Street	Independence	MO
<input type="radio"/> 100045789	2023-10-01	401 North Ponca Drive	Independence	MO
<input type="radio"/> 157936452		3456 22nd Street	San Francisco	CA
<input type="radio"/> 444444777		123 Main Street	White Plains	NY
<input type="radio"/> 090909090		Grapevine Mills Parkway 500	Grapevine	TX
<input type="radio"/> 777666675		540 Acoma Street	Denver	CO
<input type="radio"/> 444455555		4055 Inca Street Northeast	Albuquerque	NM
<input type="radio"/> 123456666		4055 Inca Street	Denver	CO
<input type="radio"/> 031703170		222 North Ogden Street	Buffalo	NY
<input type="radio"/> 334455667		4055 South Inca Street	Englewood	CO
<input type="radio"/> 100045788		2222 n ogden streetnull	denver	CO

Back Next

- You will be asked to add providers to the recently created address.

<input type="checkbox"/>	Name ↑	Provider NPI	Provider Status	Effective Date
<input type="checkbox"/>	BHOC BHOC		Complete	
<input type="checkbox"/>	Tim Houck	9876543210	Complete	2024-02-27
<input type="checkbox"/>	Tim Houck		Complete	2024-02-27

- **Add a Virtual Address**

- When you click the 'Add New Address' button a modal will popup asking you what type of address it is
- You will click 'Virtual' then click 'Next'.

What kind of service address are you adding?

In Person

Virtual

Both In Person and Virtual

- After clicking 'Next' you are taken to a screen where you can enter the state the practice is going to be ran out of as well as answer telehealth specific questions

Please indicate the State where your providers are licensed to offer services. If you have staff in multiple states, please add a Virtual location for each one.

* State: Select an Option

* How quickly can you see the patient virtually?: Select an Option

* Starting virtual care: Select an Option

* Expanding virtual care: Select an Option

* Accepting new members?: Select an Option

* HIPAA Technology: Select an Option

* Efficiencies of virtual care:

- Reduced no show rates
- Ability to see more members
- Reduced administrative burden or cost
- Other

Other efficiencies of virtual care: [Text Input]

- After clicking 'Next' you are taken to a screen where you can enter the state the practice is going to be ran out of as well as answer telehealth specific questions

The screenshot shows a form titled "Add a new Address" with a progress bar at the top. Below the title, there is a instruction: "Please indicate the State where your providers are licensed to offer services. If you have staff in multiple states, please add a Virtual location for each one." The form contains several fields:

- * State: A dropdown menu with "FL" selected.
- * How quickly can you see the patient virtually?: A dropdown menu with "Within 2-3 days" selected.
- * Starting virtual care: A dropdown menu with "Yes" selected.
- * Expanding virtual care: A dropdown menu with "Yes" selected.
- * Accepting new members?: A dropdown menu with "Yes" selected.
- * HIPAA Technology: A dropdown menu with "Select an Option" selected.
- * Efficiencies of virtual care: A list of checkboxes: "Reduced no show rates" (unchecked), "Ability to see more members" (checked), "Reduced administrative burden or cost" (unchecked), and "Other" (unchecked). Below this is a text input field labeled "Other efficiencies of virtual care".

At the bottom of the form, there are "Back" and "Next" buttons.

- After clicking 'Next' you are taken to the screen where you can enter the operating hours for this address
 - Note: End Times must be after Start Times. If this location is not available on a day, please select Closed in the drop down.

The screenshot shows a form titled "Add a new Address" with a progress bar at the top. Below the title, there is a instruction: "Please indicate the State where your providers are licensed to offer services. If you have staff in multiple states, please add a Virtual location for each one." The form contains several fields:

- * Monday Start Time: A dropdown menu with "Select an Option" selected.
- * Monday End Time: A dropdown menu with "Select an Option" selected.
- * Tuesday Start Time: A dropdown menu with "Select an Option" selected.
- * Tuesday End Time: A dropdown menu with "Select an Option" selected.
- * Wednesday Start Time: A dropdown menu with "Select an Option" selected.
- * Wednesday End Time: A dropdown menu with "Select an Option" selected.
- * Thursday Start Time: A dropdown menu with "Select an Option" selected.
- * Thursday End Time: A dropdown menu with "Select an Option" selected.
- * Friday Start Time: A dropdown menu with "Select an Option" selected.
- * Friday End Time: A dropdown menu with "Select an Option" selected.
- * Saturday Start Time: A dropdown menu with "Select an Option" selected.
- * Saturday End Time: A dropdown menu with "Select an Option" selected.
- * Sunday Start Time: A dropdown menu with "Select an Option" selected.
- * Sunday End Time: A dropdown menu with "Select an Option" selected.

At the bottom of the form, there are "Back" and "Next" buttons.

- You will be asked to add providers to the recently created address.

Add providers to address

Select the provider(s) to add to the address you just created

<input type="checkbox"/> Name ↑	Provider NPI	Provider Status	Effective Date
<input type="checkbox"/> BHOCH BHOCH		Complete	
<input type="checkbox"/> Tim Houck	9876543210	Complete	2024-02-27
<input type="checkbox"/> Tim Houck†		Complete	2024-02-27

- **Add Both in Person and Virtual Address**

- When you click the 'Add New Address' button a modal will popup asking you what type of address it is
- You will click 'Both In-Person and Virtual then click 'Next'.

Add a new Address

What kind of service address are you adding?

In Person
 Virtual
 Both In Person and Virtual

- On this page you can enter your Phone and Fax Numbers in this format:
XXXXXXXXXX
- You can enter your Website as either www.lucethealth.com or lucethealth.com

Add a new Address

○ ————— ●

* Location Name <input type="text"/>	* Phone <input type="text" value="###-###-####"/>
Fax <input type="text" value="###-###-####"/>	* Is the location ADA compliant? <input type="text" value="Select an Option"/>
* Credentialer Email <input type="text" value="email@example.com"/>	Office Manager Email <input type="text" value="email@example.com"/>
* My website supports setting appointments? <input type="text" value="Select an Option"/>	Website <input type="text"/>

- After clicking 'Next' you are taken to a screen where you can either 'Search Address' to use a Google lookup of the address or manually enter the information in the Street, City, State, Postal Code, and Country fields below the search functionality. You will also answer telehealth related questions.

The screenshot shows a web form titled "Add a new Address". At the top, there is a progress bar with three steps, the second of which is active. Below the title is the "Address Lookup" section. It includes a "Search Address" field with a magnifying glass icon. Below that are fields for "Street" (containing "29 Linda Lane"), "City" (containing "Mahopac"), "State" (containing "NY"), "Postal Code", and "Country" (containing "United States"). There are several dropdown menus for telehealth related questions: "Accepting new members?", "How quickly can you see the patient in the office?", "Continuing Post Pandemic", "How quickly can you see the patient virtually?", "HIPAA Technology", "Starting virtual care", and "Expanding virtual care". At the bottom left is a "Back" button and at the bottom right is a "Next" button.

- After clicking 'Next' you are taken to the screen where you can enter the operating hours for this address
 - Note: End Times must be after Start Times. If this location is not available on a day, please select Closed in the drop down.

The screenshot shows the "Add a new Address" form with the operating hours section. It features a grid of dropdown menus for each day of the week, from Monday to Sunday. Each day has two columns: "Start Time" and "End Time". Each dropdown menu contains the text "Select an Option". At the bottom left is a "Back" button and at the bottom right is a "Next" button.

- You will be asked to add providers to the recently created address.

Add providers to address

Select the provider(s) to add to the address you just created

<input type="checkbox"/> Name ↑	Provider NPI	Provider Status	Effective Date
<input type="checkbox"/> BHOC BHOC		Complete	
<input type="checkbox"/> Tim Houck	9876543210	Complete	2024-02-27
<input type="checkbox"/> Tim Houck†		Complete	2024-02-27