

How to Modify a Group Service Address

- To make any changes to your existing service addresses click the 'Modify an Address' button.

Lucet will review your submission. Changes may take up to 45 days to go into effect.

Status	Practice Name	Location Address	Billing Address	Phone	Tax ID	Effective Date
Please Remove	Joe Test	2343 Fillmore Street, San Francisco, CA 94115	..	(111) 222-1111		
Please Remove	Joe Test			
New	Joe Test	Telehealth Location, Telehealth, OK 00000	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	Telehealth Location, Telehealth, GA 00000	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	North 1300 East, North Ogden, UT 84414	222 North Ogden Street, Buffalo, NY 14206	(333) 333-4444	031703170	
New	Joe Test	2222 n ogden street, denver, CO 80211	222 North Ogden Street, Buffalo, NY 14206	(123) 123-1235	031703170	
New	Joe Test	Telehealth Location, Telehealth, 00000	..	(123) 123-1235	090909090	
New	Joe Test	Telehealth Location, Telehealth, CT 00000	Grapevine Mills Parkway 500, Grapevine, TX 76051	(123) 123-1235	090909090	
New	Joe Test	Grapevine Mills Parkway 677001, Grapevine, TX 76051	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2694	090909090	
New	Joe Test	Grapevine Mills Parkway 677, Grapevine, TX 76051	Grapevine Mills Parkway 500, Grapevine, TX 76051	(945) 244-2695	090909090	
New	Joe Test	12345 Mountain Avenue, Chino, CA 91710	..	(123) 456-7890	090909090	
Please Remove	Joe Test	1301 N Ogden St, Denver, CO 80218	Grapevine Mills Parkway 500, Grapevine, TX 76051	(123) 123-1234	090909090	

- A modal will popup asked you to select the service address you wish to make modifications to

Modify an Address

Select an address to edit

Status	Practice Name	Location Address	Tax ID
<input checked="" type="radio"/> New	Joe Test	2222 n ogden street	031703170
<input type="radio"/> New	Joe Test	North 1300 East	031703170
<input type="radio"/> New	Joe Test	Telehealth Location	031703170
<input type="radio"/> New	Joe Test	Telehealth Location	031703170
<input type="radio"/> New	Joe Test	12345 Mountain Avenue	090909090
<input type="radio"/> New	Joe Test	Grapevine Mills Parkway 677	090909090
<input type="radio"/> New	Joe Test	Grapevine Mills Parkway 677001	090909090
<input type="radio"/> New	Joe Test	Telehealth Location	090909090
<input type="radio"/> New	Joe Test	Telehealth Location	090909090
<input type="radio"/> New	Joe Test	100 Robyn Street	100045788
<input type="radio"/> New	Joe Test	Telehealth Location	100045788
<input type="radio"/> New	Joe Test	1234 Valencia Street	100045789
<input type="radio"/> New	Joe Test	12345 Mountain Avenue	100045789
<input type="radio"/> New	Joe Test	12345 Mountain Avenue2	100045789
<input type="radio"/> New	Joe Test	123456 Water House	100045789
<input type="radio"/> New	Joe Test	13 N Ogden St	100045789
<input type="radio"/> New	Joe Test	1301 N Ogden St	100045789
<input type="radio"/> New	Joe Test	1801 ARAPAHOE ST	100045789
<input type="radio"/> New	Joe Test	1801 ARAPAHOE ST	100045789

Cancel Next

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- After clicking 'Next' you will be taken to a screen where you can update the basic address information such as Phone and Fax Number
 - Clicking 'click here' in 'Can't edit what you need to? Click here.' will take you to the area of the portal where you can open a support case.
- After clicking Next' you will be asked if you want to complete routine attestation
 - Clicking 'Yes' will take you through the attestation workflow mentioned at the beginning of this document. Clicking 'No' will refresh the page.