

## How do I Bulk Add or Remove Providers from Roster

- To Bulk **add** providers to an address click the 'Update Providers at Address' button

Account Details | **Addresses** | Networks | Roster

Below is the list of current and future service and billing locations Lucet has on file.

- To add a new service location: Click the 'Add New Address' button to the right. Complete the form and hit Save.
- To update details for a service location: Click the 'Modify Address' button to the right. Complete the form and hit Save.
- To term an existing service location: Click the 'Remove Address' button to the right. Complete the form and hit Save.

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	Scott Inc	219 N Milwaukee Street 250, Milwaukee, WI 53202	..	123-123-4444		
New	Scott Inc	9999 Crunch Time, Marco Island, FL 34445	..	123-456-7890		
New	it	990 Logan Street, Denver, CO 80203	123 Main Street, Independence, MO 64056-2046	(816) 713-0060	465465465	
Active	Testing	20216 E 14th Terr Ct, Independence, AL 39847	123 Main Street, Independence, MO 64056-2046	(816) 123-4567	465465465	Oct 1, 2020
Active	testing	115 E Grandriver St, Independence, AL 39847	123 Main Street, Independence, MO 64056-2046	(816) 123-4567	465465465	Oct 1, 2020
New	Scott Inc	100 Clams Street, Denver, CO 65478	123 Main Street, Independence, MO 64056-2046	(110) 555-4444	465465465	
New	Scott Inc	Telehealth Location, Telehealth, CO 00000	123 Main Street, Independence, MO 64056-2046		465465465	

- Click Add on the first screen.
  - Select the address(es) you wish to add providers to and click 'Next.'

Update providers at address

Select the addresses to add providers to

Status	Practice Name	Location Address	Tax ID
<input type="checkbox"/> New	Scott Inc	9999 Crunch Time	465465465
<input type="checkbox"/> New	Andrea Gardner	1 East Colfax Avenue	465465465
<input type="checkbox"/> New	Scott Inc	100 Clams Street	465465465
<input type="checkbox"/> New	Scott Inc	100 Clams Street	465465465
<input type="checkbox"/> Active	Testing	115 E Grandriver St	465465465
<input type="checkbox"/> Active	Testing	20216 E 14th Terr Ct	465465465
<input type="checkbox"/> New	ataOv:000000Cdyx	2135 Sacramento Street	465465465
<input type="checkbox"/> New	ataOv:000000CzLJ	254 Divisadero Street	465465465
<input type="checkbox"/> New	ataOv:000000Cz4X	2549 Polk Street	465465465
<input type="checkbox"/> New	Scott Inc In Person	3 East Colfax Avenue	465465465
<input type="checkbox"/> New	Scott Inc In Person	3 East Colfax Avenue	465465465
<input type="checkbox"/> New	4 e colfax	4 East Colfax Avenue	465465465

Back Next

- Click the checkbox  next to the provider(s) you wish to add to this address.

Update providers at address

Select the providers to add to this address

Grapevine Mills Parkway 1102, Grapevine, TX 76051

<input type="checkbox"/> Name ↑	Provider NPI	Provider Status	Effective Date
<input type="checkbox"/> BHOOC BHOOC		Complete	
<input type="checkbox"/> Tim Houck	9876543210	Complete	2024-02-27
<input type="checkbox"/> Tim Houck1		Complete	2024-02-27

Back Next

- Click 'Next', you will get 1 screen per every address you select.
- At the end you will receive a notice about a potential delay

Notice

Your submission has been received. You will receive an email confirmation within a few days after our staff have reviewed the change. Please note that based on your local health plan's rules, the new location's effective date may be as much as 45 calendar days from today.

Confirm

## Terms of Use

- You must agree to the terms of use of the Lucet Provider Portal every 90 days.
- To do this simply read and review the terms of use and check the checkbox next to 'I agree to the Terms of Use' then click the 'Agree' button.