

How do I both in Person and Virtual Address for Solo Practitioner?

Add Both in Person and Virtual Address

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 76061	(123) 123-1235	090909090	
New	Joe Test	Grapevine Mills Parkway 677001, Grapevine, TX 76061	Grapevine Mills Parkway 500, Grapevine, TX 76061	(945) 244-2694	090909090	
New	Joe Test	Grapevine Mills Parkway 677, Grapevine, TX 76061	Grapevine Mills Parkway 500, Grapevine, TX 76061	(945) 244-2695	090909090	
New	Joe Test	12345 Mountain Avenue, Chico, CA 9710	..	(123) 456-7890	090909090	
Please Remove	Joe Test	1301 N Ogden St, Denver, CO 80218	Grapevine Mills Parkway 500, Grapevine, TX 76061	(123) 123-1234	090909090	

- 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

Back
Next

- 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

* Phone

Fax

* Is the location ADA compliant?

* Credentialer Email

Office Manager Email

* My website supports setting appointments?

Website

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, Ste, City, State, Postal Code, and Country fields below the search functionality.
- Suite # goes under street

The screenshot shows a web form titled "Add a new Address". At the top, there is a progress indicator with four steps, the second of which is active. Below this is a section for "Address Lookup" with a search bar labeled "* Search Address". A dropdown menu for "* Street" is open, showing "123 Smith Suite #". Below the search bar are input fields for "* State", "* Postal Code", and "Country". There are several dropdown menus for service options: "* Accepting new members?", "* How quickly can you see the patient in the office?", "* Continuing Post Pandemic", "* Efficiencies of virtual care" (with checkboxes for "Reduced no show rates", "Ability to see more members", "Reduced administrative burden or cost", and "Other"), "* How quickly can you see the patient virtually?", "* MFAA Technology", "* Starting virtual care", and "* Expanding virtual care". At the bottom, 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 the "Add a new Address" form with the operating hours section. It features two columns of dropdown menus for start and end times for each day of the week. The left column contains dropdowns for "* Monday Start Time", "* Tuesday Start Time", "* Wednesday Start Time", "* Thursday Start Time", "* Friday Start Time", "* Saturday Start Time", and "* Sunday Start Time". The right column contains dropdowns for "* Monday End Time", "* Tuesday End Time", "* Wednesday End Time", "* Thursday End Time", "* Friday End Time", "* Saturday End Time", and "* Sunday End Time". Each dropdown menu has "Select an Option" as the visible text. At the bottom, there are "Back" and "Next" buttons.

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

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 Strul	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"/> 777665675		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

- *If you are operating out of Florida, you can only have a maximum of 4 physical service addresses associated with a Tax ID. The system will review your selection and determine if linking this new service address with that Tax ID will put you over this limit, if it does you will receive a notice and need to make a new selection.*

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 Strul	Independence	MO
<input checked="" type="radio"/> 100045789				
<input type="radio"/> 157936452				
<input type="radio"/> 444444777				
<input type="radio"/> 090909090				
<input type="radio"/> 777665675				
<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

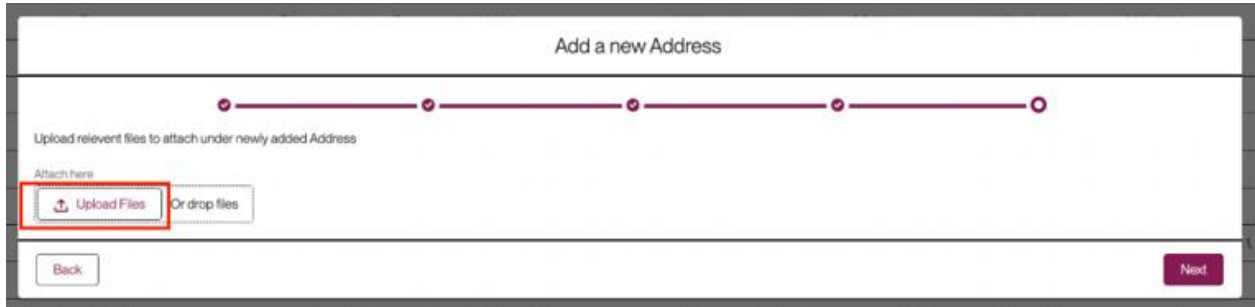
Notice

Providers located in Florida are restricted from having more than 4 service addresses associated with the same TIN. Please select a different billing address or remove a service address associated with this billing address.

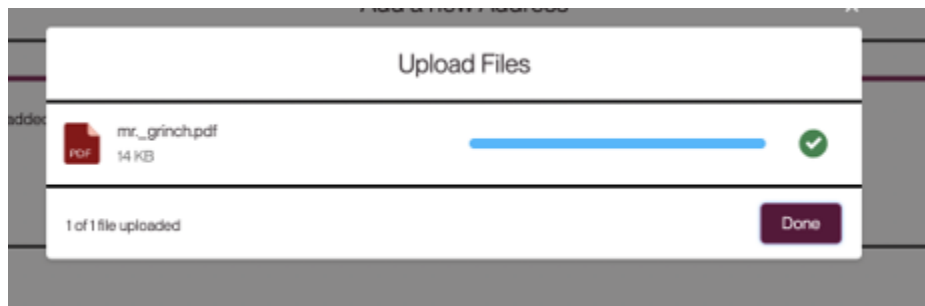
Ok

Back Next

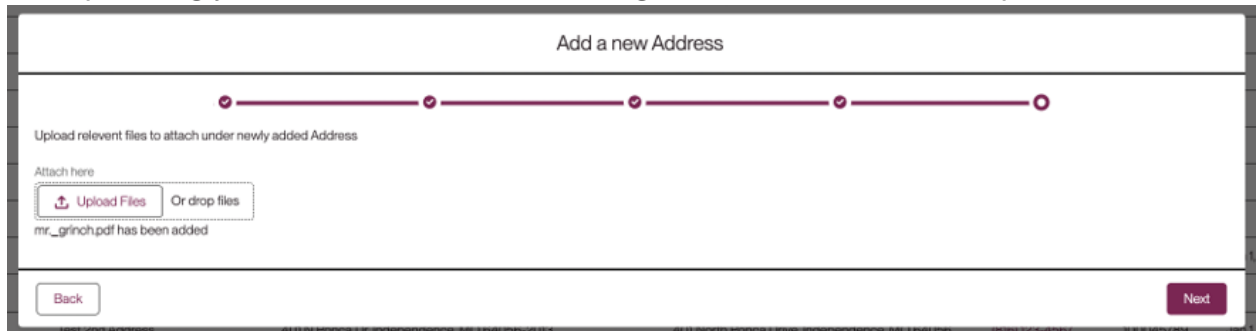
- After clicking 'Next' you have the option to upload relevant files or supporting documents for your new service address.



- Clicking 'Upload Files' will take you to the files on your device. Upon selection you will see a loading screen for the file upload.



- After uploading you will see a success message that the file has been uploaded



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- After clicking 'Next' you will see a notice about the 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	

- After clicking 'Confirm' 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.

Running Into Issues?

- Update your browser
- Clear your cache