

Adding/Expiring Doctor Codes

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eTHOMAS

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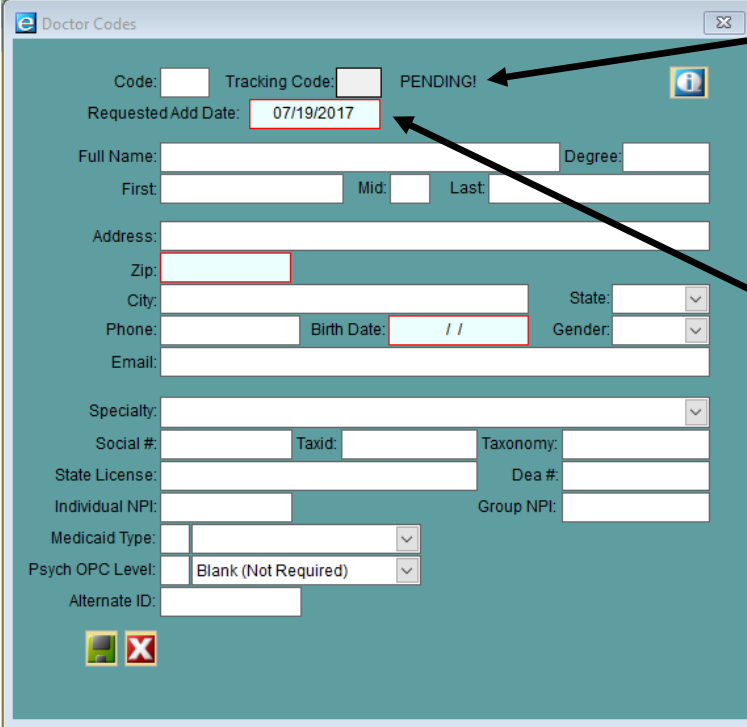
Doctor Codes

Users now have the ability to request the addition or expiration of a doctor code through eTHOMAS.

Adding a Doctor Code

When a new provider is entering the practice, users may request a new doctor code by going to Code Files | Doctor | Doctor. Click on the  to add a new code. Choose Yes or No to confirm that you want to add a new doctor code.

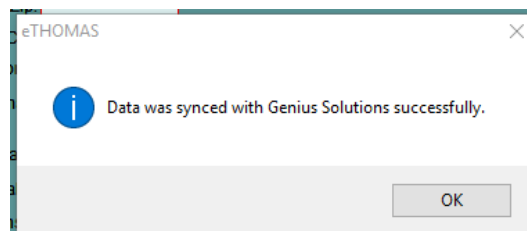
Enter a 2-character Code for this doctor. The Code must be a unique code in your system and cannot be used by any other doctor or referral codes. You must also enter the provider's name in the Full Name field. Enter as much additional information as possible about the provider.



The code will state **Pending** until it has been approved by Genius Solutions


The **Requested Add Date** will default to today's date. This can be changed to a future date, if needed.

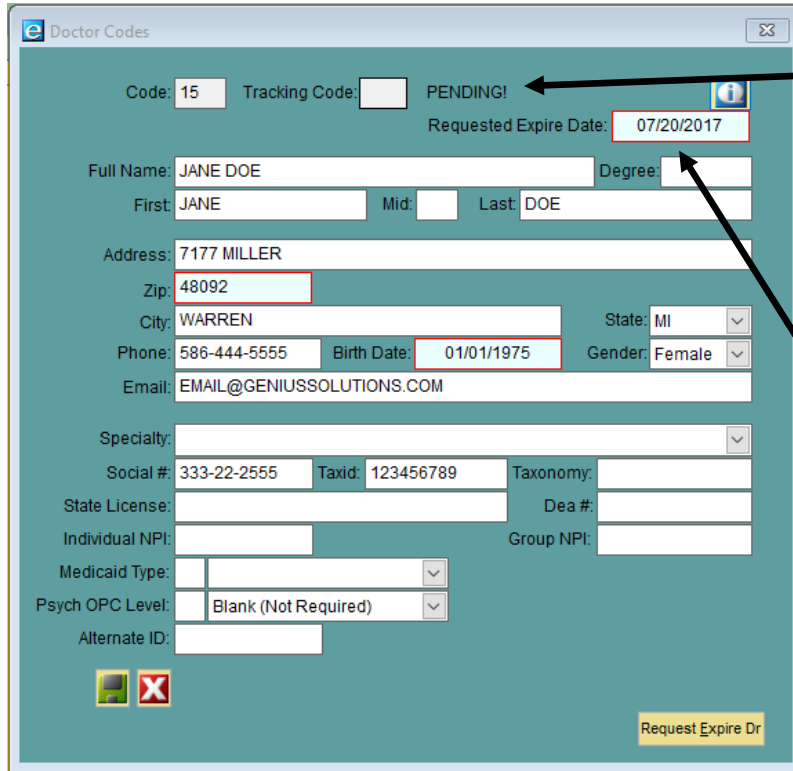
When you click  to save the code, the request will automatically send to Genius Solutions.



Genius Solutions will then review the request. If more information or payment is needed, you will be contacted prior to the approval. Once the new code has been approved, a representative from Genius Solutions will instruct you to get a new activation key.


Expiring a Doctor Code

Genius Solutions does not recommend “reusing” a doctor code, so if a doctor leaves your practice, we recommend expiring that code. To expire a doctor code, click the  or double click on the line to open it. Click the **Request Expire Dr** button.



The code will state **Pending** until it has been approved by Genius Solutions

The **Requested Expire Date** will default to today's date. This can be changed to a future date, if needed.

When you click  to save the code, the request will automatically send to Genius Solutions.

Genius Solutions will then review the request. Once the expiration has been approved, a representative from Genius Solutions will instruct you to get a new activation key.