# Issues

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| # | Description | Assigned To | Status |
| 1 |  |  |  |

# Description

The purpose of this use case is to depict all essential steps, at a high-level, required to enrolling an organization provider. The steps are further detailed in lower level use cases.

# Primary actor(s)

1. User

# Preconditions

1. The provider application is for an organization

# Main Flow: Enter new application

1. User initiates a new provider application (UC006)
2. User enters applicant type (individual, organization) (UC002)
3. User enters FEIN/SSN to perform uniqueness determination (UC082)
4. User enters organization information (UC003, UC001)
5. User repeats the following indented steps for each facility location
   1. User enters practice name, phone number, physical address and mailing addresses (UC009, UC012)
   2. User enters ~~healthcare~~ services (UC017), ~~waivered services (UC021)~~, and NPI/UMPI ( UC013)
   3. User affiliates individual providers (UC011)
   4. ~~PCPOs must enter PCPO supervising professionals (UC030)~~
   5. ~~PCPOs must enter PCPO biller (UC085)~~
6. User enters credentials (UC028) (combines UC090, UC092, UC028)
7. ~~User enters county contracts (UC090)~~
8. ~~User downloads forms, completes forms, scans, and uploads (UC092)~~
9. ~~User enters ownership information (UC031)~~
10. User enters ownership information and authorized personnel (UC031)(combines UC030, UC085, UC031)
11. Third party billers must enter the providers they are billing on behalf of (UC032)
12. User associates third party billers (UC010)
13. User views summary (UC033)
14. User agrees to agreements and addendums (UC034) and assurance statements (UC091)
15. If applicable, user enters proof of application fees or uploads hardship exemption request form (UC093)
16. User submits the provider profile for approval (all locations and services) (UC035)
17. Use case ends

# Change Control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |
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