

Workflow

(Below are the consistent input rules)

Provider Name

The provider's name should be separated into last name and first name.

Specialty

Specialty should be loaded as a code, not as a word. Please find the corresponding code for each specialty below.

Role

Role should be either SPEC or PCP only based on specialty.

Service and Billing Locations

Service and Billing Locations should follow the abbreviated and non-abbreviated.

Billing location with PO Box should be corrected to P.O. Box.

Please find the abbreviated and non-abbreviated below.

Tax ID

Tax ID should be plain 9-digit numbers only.

Abbreviated

Bldv. (Boulevard)

Pkwy. (Parkway)

Non-Abbreviated

Street

Drive

Suite

Avenue

Court

Floor

Road

Route

Point

Lane

Highway

Square

Billing Location

P.O. Box (not PO Box)

Specialty Code

Specialty	Specialty code	Role
Cardiology	30201	SPEC
Pediatrics	30103	PCP
Dermatology	30202	SPEC
Orthopedics	30203	SPEC
Psychiatry	30204	SPEC
Neurology	30205	SPEC
Family Medicine	30102	PCP
Oncology	30206	SPEC
Endocrinology	30207	SPEC
Gastroenterology	30208	SPEC
Rheumatology	30209	SPEC
Urology	30210	SPEC
Pulmonology	30211	SPEC
Hematology	30212	SPEC
Nephrology	30213	SPEC
Radiology	30214	SPEC
OB/GYN	30215	SPEC

Allergy & Immuno	30216	SPEC
Geriatrics	30217	SPEC
Internal Medicine	30101	PCP