

4. Add the individuals Physical and Mailing Addresses, Phone, Fax and E-mail.
Save each time information is entered

The screenshots show a web application interface for managing provider information. The provider is Katherine D. Smith, DSD ID 83269, located in Anchorage, AK. The interface includes tabs for Contacts, Medical Codes, Rates, Consumers, Agents, and Notes. The 'Contacts' tab is active, showing fields for Last, First, Middle, and Suffix names, and checkboxes for Active, DSD ID, and Provider ID. Below this, there are sections for Physical Address, Mailing Address, and Contact Information. The Physical Address section shows 800 Barrow Street, Suite 404, Anchorage, AK 99501. The Mailing Address section shows the same address. The Contact Information section shows a Home phone number (907) 258-3498 and a Fax number (907) 278-0171. The interface also includes a 'Save' button and a 'Print' button.

5. Click on Medicaid Codes

- a. Add the CMX, RLX, HCX, or EMX as a placeholder until a provider number is issued
- b. Add start and end dates of the certification
- c. Change the status to Cert Approved
- d. Click Add