## Acentra

**Provider Admins exclusively have access to perform this function.** For those overseeing multiple provider locations within Atrezzo, the addition of multiple NPI numbers under your login is possible. Follow the outlined steps below to add additional providers.

## **Click Register New Provider**

Click Setup from the top navigation pane and click Register New Provider

Acentra	Home	Cases	Create Case	Consumers	Setup	Message Center	Reports	Preferences	Search by #	Q	?	-
Change Context Me	edicaid Temp Provi	der										
SETUP / MANAGE	PROVIDER GROUI	PS										
SETUP									REGISTER NE	W PROVID	DER +	
Mar	age Provider Grou	ps (3)		Manage User	s (4)							



## **Enter Provider NPI and Registration Code**

Formats for NPI numbers and Registration Codes vary with each contract. Once you enter this information, click **Find Provider**.

Acentra
Register a New Provider
PROVIDER NPI: *
PROVIDER REGISTRATION CODE: *
SELECT



## Select Correct Provider

Check the box next to the appropriate provider and click **Select**. This will add the provider to your group.

Acentra
Register a New Provider
PROVIDER NR: *
9999999949
PROVIDER REDISTRATION CODE: *
d59e20c6-2670-49a4-8c6a-0e255a41dcca
West Virginia - Morgantown BH Demo Provider 456 Somewhere Street null - Anywhere WV
SELECT >