

List Providers

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The List Providers window provides a list of all providers in your system that meet the criteria you specify. Note that any provider with a status of Wizard Incomplete does not display in this window, regardless of the filters you set.

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Click the **Filter Providers By** drop-down menu and choose from the following:
 - **Active:** List providers who are currently enrolled and claiming with your sponsorship. Providers set to Hold status also appear in the resulting list.
 - **Active and Withdrawn After:** List active providers and those who have been withdrawn after a certain date. If you select this option, click the corresponding Date box and enter the date (MM/DD/YYYY). This option also adds a Removal Date column to the resulting provider list.
 - **All:** List all providers, regardless of status. If you select this option, a Removal Date column is added to the resulting provider list.
 - **Hold:** List only those providers whose current status is Hold.
 - **Withdrawn Before:** List only providers who have been withdrawn before a certain date. If you select this option, click the corresponding Date box and enter the date (MM/DD/YYYY). This option also adds a Removal Date column to the resulting provider list.
3. Click **Search For Providers Where** to set additional filters. Click each box and enter the information by which to limit. Click **Search Tips** for helpful information about using these search options. Click to clear the text you've input in these boxes.
4. When finished, click **Refresh List**. The providers most closely matching the criteria you specified display.

The screenshot shows the 'List Providers' window with the following elements:

- Filter Providers by:** Active
- Search for providers where...** fields: Last Name, First Name, SSN, City, State, ZIP, County, License #, Tier, Phone, Monitor, Alternate ID, Business or Advertised Name, State ID, Email, Provider ID.
- Refresh List** button
- Table of Providers:**

#	Name	Status	Tier	Monitor			
231678	changed, mod	Active	2	--	Children	Put On Hold	Remove
001239	Cordova, Anna	Active	2	--	Children	Put On Hold	Remove
998885	Dough, John	Active	1	BG	Children	Put On Hold	Remove
000052	Email Test, Jennifer	Active	2	BG	Children	Put On Hold	Remove
454545	Enrollment, NewMP	Active	2	--		Put On Hold	Remove
654321	evizi, test	Active	2	--	Children	Put On Hold	Remove
995600	Flats, Highland	Active	2	BG	Children	Put On Hold	Remove
237893	Flower, Blue	Active	1	--		Put On Hold	Remove
001236	Garcia, Ramon	Active	1	BG	Children	Put On Hold	Remove
001238	Goodstein, Jeffrey	Active	1	NM	Children	Put On Hold	Remove
998891	Ha, Nguyen	Active	2	BG	Children	Put On Hold	Remove
000123	HomesAPI, No	Active	2	PT		Put On Hold	Remove
112233	HX app Evi, Release	Active	2	EG	Children	Put On Hold	Remove
004282	HX Provider. Thanh	Active	2	--	Children	Put On Hold	Remove
- Print** and **Export** buttons
- Close** button
- Provider Count:** 48

5. Click the **#**, **Name**, **Status**, **Tier**, or **Monitor** column to sort information in ascending or descending order by

that column. for example, if you click the Tier column, the providers are sorted by Tier status.

Note: The Status column sorts providers in the following status order: Active, Hold, Pending, and Removed. The Status header is not visible if you filtered by Hold or Withdrawn Before.

6. You can do the following in this window:

- Click **Print** to generate and print the List Providers Report.
- Click **Export** to export the **Provider List Export File**. This is an XLSX file. You can use a spreadsheet program, such as Excel®, to further sort and manipulate the data.
- Click **View** to open the Provider Information window for a specific provider.
- Click **Children** to open the List Child window for the selected provider.
- Click **Put On Hold/Take Off Hold** to change the provider's hold status. For more information, see [Place Providers on Hold](#).
- Click **Remove** to remove the provider. For more information, see [Remove Providers](#).
- Click **Reactivate** to reactivate a removed provider. For more information, see [Reactivate Providers](#).