Switch Providers to Pending Status

Any claim you receive from providers at Pending status is automatically disallowed. For example, if a provider will be closed for several months, you can set them to Pending so they do not appear in your active provider searches. You can also temporarily remove the provider. For more information, see **Remove Providers**.

To switch a provider's status to Pending:

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.
2. Click the **Filter Providers By** drop-down menu and select **Active**.
3. Click **Refresh List**. Active providers display.
4. Click **View** next to the provider to update. The Provider Information window opens.
5. Click **Make Pending** at the bottom of the window. The Make Provider Pending dialog box opens.

6. Click **Continue**. The provider's status is set to Pending.