Return Providers to Active Status

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If a provider you have set to Pending resumes operations or is ready to claim with you again, you must set them back to Active Status.

To do so:

- 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 Pending.
- 3. Click Refresh List. Pending providers display.
- 4. Click View next to the provider to update. The Provider Information window opens.
- 5. Click Activate at the bottom of the window. The Activate Provider dialog box opens.

🍝 Activate Provider	×
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You have chosen to activate this provider. Providers must be active in order to process claims.	
If you wish to continue activating this provider, please dick Continue. Otherwise, dick Cancel.	
Continue	Cancel

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