

Adding Practitioners to a Group - Roster Uploads

Follow these guidelines to add practitioners to a group via a roster upload.

Step	Action
1	The provider creates an approved Excel template (CVS format).
2	On the Welcome page, select the box next to the Practice Name. a. Click Open Selected Practice .
	Search Account Q, Practice Name Practice Tax ID Practice NPI Phone Malina Status Change Request Image: Change Reque
3	Result: The Group Account page opens. In the Roster Upload tab:
	a. Select Add/Update in the Roster Import Type field.
	Roster Import *Test Name Time Baser Import Type None None <t< th=""></t<>



4	Upload the roster:									
	a. Click Upload Files.									
	Note: There is also a drop files option.									
	Upload the Roster Import CSV file. Molina only accepts CSV Files.									
	 Result: The PC file window opens. b. Select the roster file. c. Click Open. Result: The roster is uploaded. 									
d. Click X to close the Upload Files window.										
	Upload Files									
	Health Services LLC_roster - U.,									
	1 of 1 file uploaded									
	e. Click Next. f. Click Save and Continue. Thank you for uploading your roster file. Click the Save and Continue button to select your newly created case to Process Roster Import. Save and Continue Result: A case is created for the roster import.									
5	Process the roster:									
	 a. In the Recently Viewed section, click the Case Number of the most recent Roster Import in New status. 									
	Recently Viewed									
	Date/Time Opened Case Number Status Subject Image: Case Number New									
	1 7/5/2023 1:36 PM 07434121 New Roster Import V 2 6/13/2023 2:28 PM 07430856 In Progress V									
	2 o(13/2023 228 PM O/43/30856 In Progress 3 7/5/2023 1:11 PM O/43/119 Submitted V									
	Result: The case opens.									



-	07434121				Process Roster In
	tact Name Tester	Case Record Type Roster Import	Status New	Case Owner Provider Request Queue 🖍	Date/Time Opened 7/5/2023 1:36 PM
esult: A n	otification	ı will appear	if there are	no errors.	
[🕑 The	Roster File will	be reviewed	manually by Moli	ina. 🗙
c. Clic	k Home.		1		
1	MOLINA				
Ho	oma				
	Case 074	34121]		
d. The	practition	ers and all a	ssociated i	nformation fro	om the roster are now
	ilahla in th	o portal			
ava	ilable in th	le portat.			
Account					
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Please review the description	for Missing or Incorrect required data elements.	×
Case 07538968		Process Roster Import
Contact Name Case Record Type Status Rick Michanne Roster Import Now	Date/Time Opened 2/29/2024 3:40 PM	
Details Roster Results Roster Import Result		
Account Name Rick Michonne	Contact Email moliantesting3+1316@gmail.com	
Contact Name Rick Michonne		
Status New	1	
Web Email	Priority	
Description	Medium Case Origin 🔘	
Row-1: Mandatory value under column "Group NP!" on row1 Mandatory value under column "Tax ID Number" on row1	Web	/
Row-2: Mandatory value under column "NPI (Individual)" on row2		
Raw-3: Mandatory value under column "Address City" on row3 Mandatory value under column "Address Zip" on row3		
manoatory value under column volaress 2.1p on rows	Subject Roster Import	/
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