**Provider Contact Verification Check-List**

**Call Provider**

* Open BlueTrain Provider Database on F Drive and login (first and last name)
* Open up Provider Listing
* Copy and paste provide ID # into search bar, hit enter
* Click Addresses
* Find phone number on left side of the screen
* Call that number using your script to request needed information

**Create Provider Email Word Document**

* Open your Provider Email Template word document
* On BlueTrain, snip a picture of the right columns and copy the picture
* Paste the picture into your email template
* Save as Provider Information: [Name of Provider]

**Email Provider to Complete Information**

* Open a new email
* Add in email address you received from the provider
* Copy and paste email script from template
* Attach the Provider Information document and send email
* Mark on excel list of providers as “contacted”

**Once you receive information back**

* Open BlueTrain Provider Database and login
* Open up Provider Listing
* Copy and paste provide ID # into search bar, hit enter
* Click Addresses
* Add information into the right side of the screen
* Hit “Save Information” and “Yes”
* Mark on excel list of providers as “Updated on [today’s date]”

***\*Always hit the DOOR button when logging off of the BlueTrain Database***