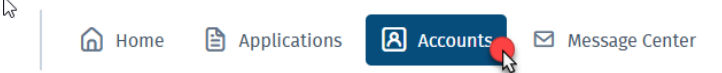
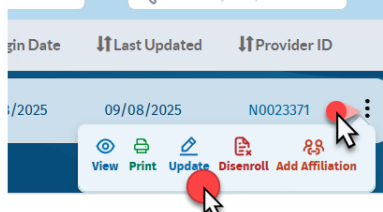
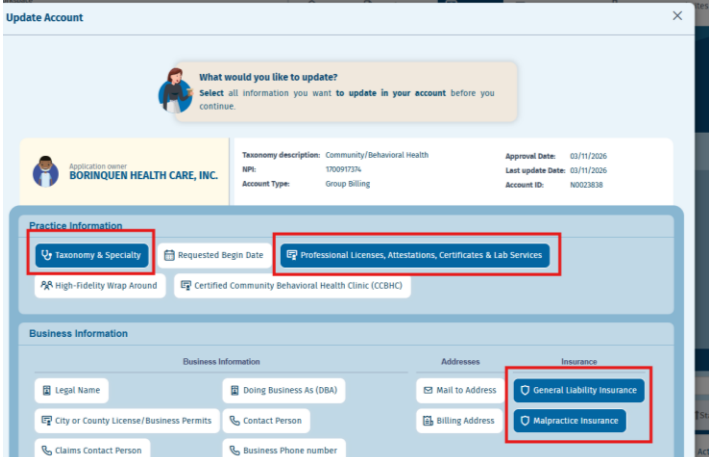
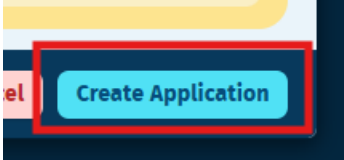

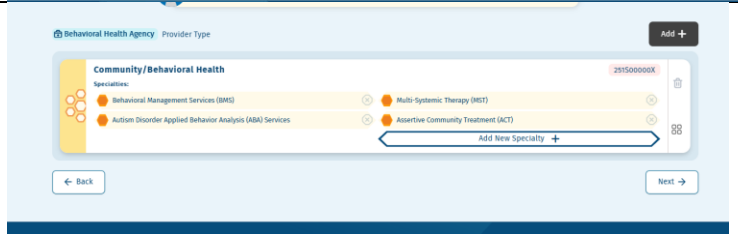



Add Specialty Job Aid

Adding a Specialty

To add a Specialty, follow the steps below:

| Step | Picture |
|---|--|
| Navigate to accounts tab |  |
| Hover over account needing a Taxonomy update, select the Update Pencil Icon |  |
| From the list of options, select the following: Taxonomy & Specialty , Professional License, Attestations, Certificates & Lab Services , and General Liability Insurance Malpractice Insurance . |  |
| Select Create Application |  |

| | |
|---|--|
| <p>On the Navigation Tree, under Taxonomy & Specialty select Add New Specialty +</p> |  |
| <p>Select the Specialty you would like from the options provided, and select the blue check mark to confirm selections</p> |  |
| <p>Confirm selected specialties now show on the record</p> |  |
| <p>Fill out all required fields of the application, including the required documentation for the specialty you are adding, sign and submit the application.</p> |  |