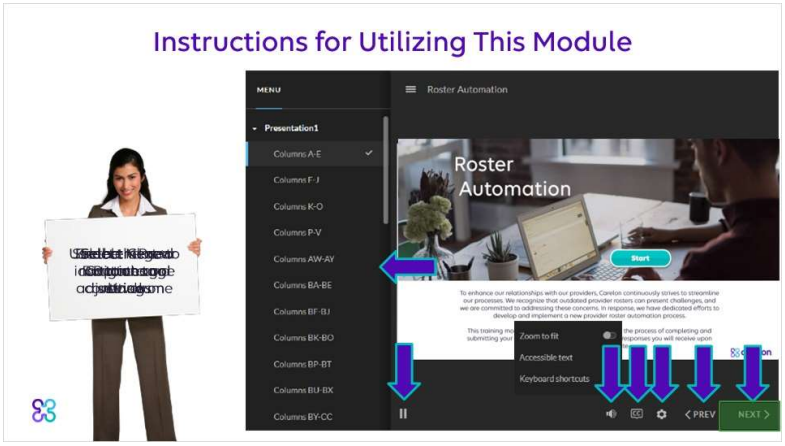
Facility Roster Automation Training

1. Roster Automation Training

1.1 Facility Roster Automation

Notes:

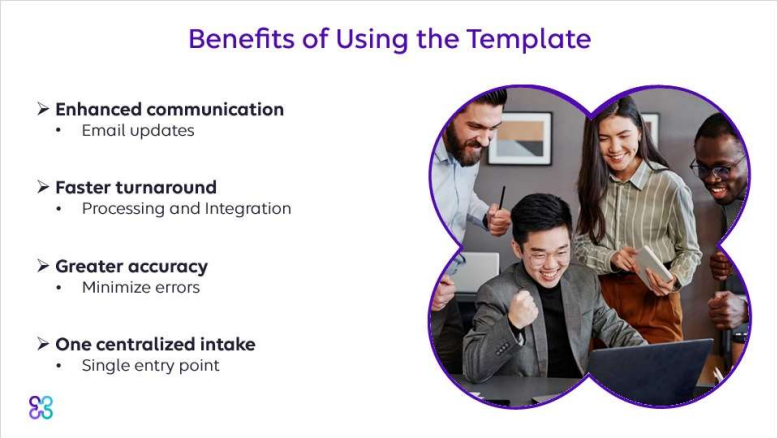
1.2 Instructions for Utilizing This Module



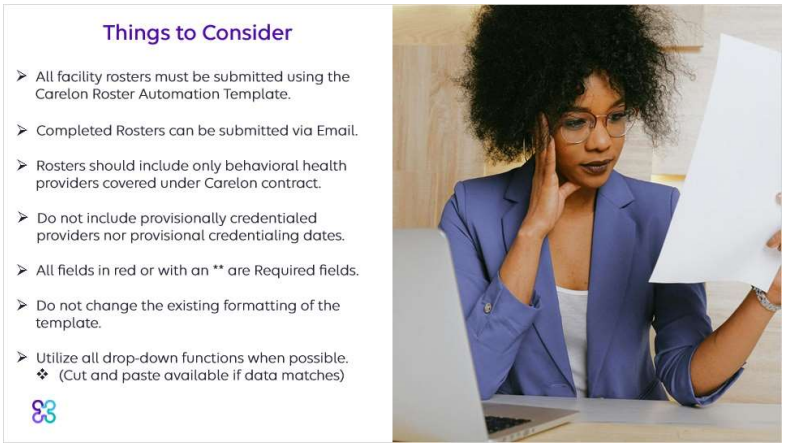
1.3 Goals of Roster Automation

Notes:

1.4 Benefits of Using the Template

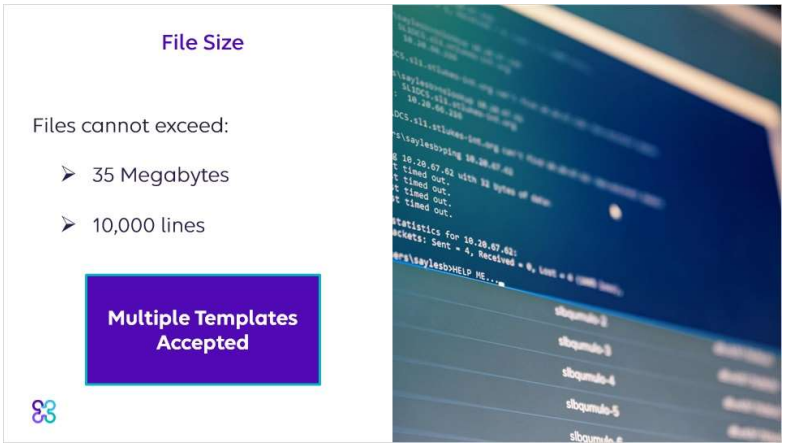


1.5 Things to Consider



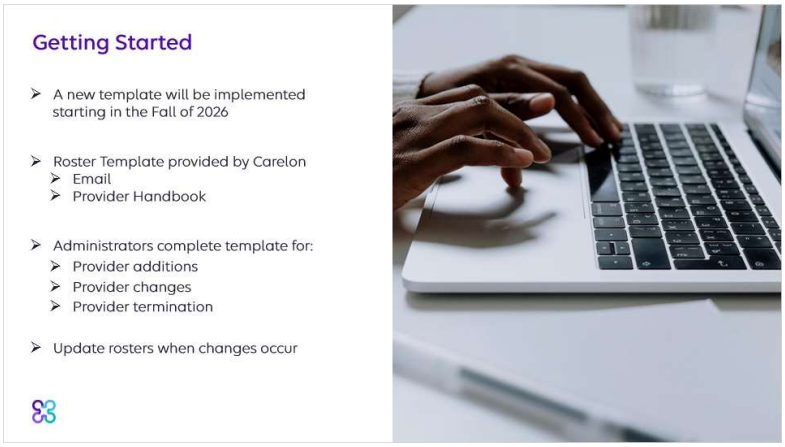
Notes:

1.6 File Size

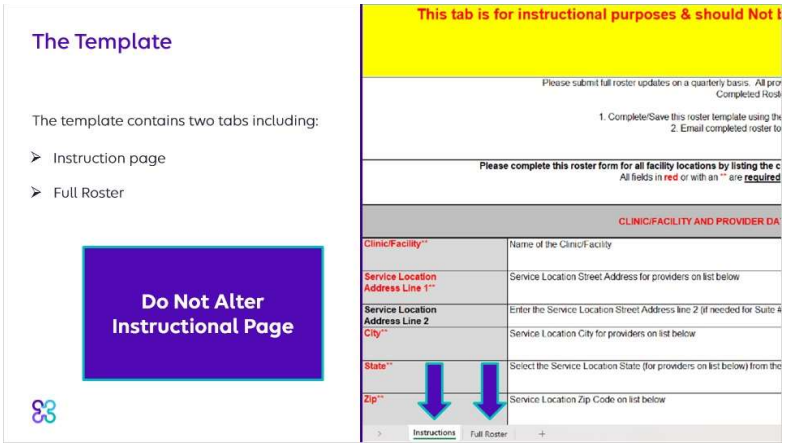


Notes:

1.7 Getting Started

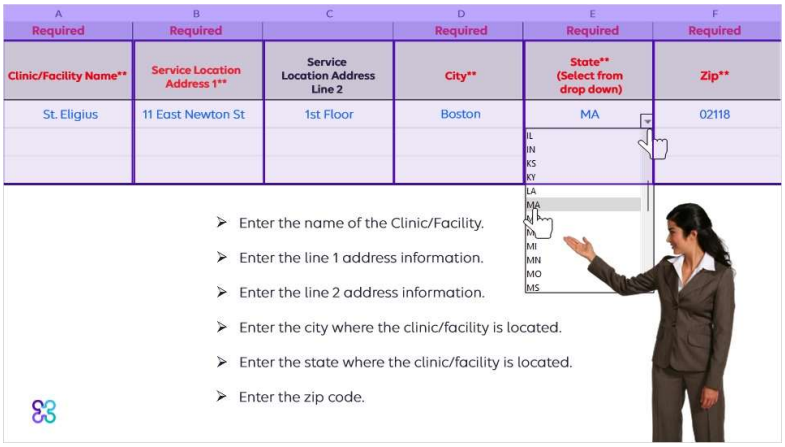


1.8 The Template

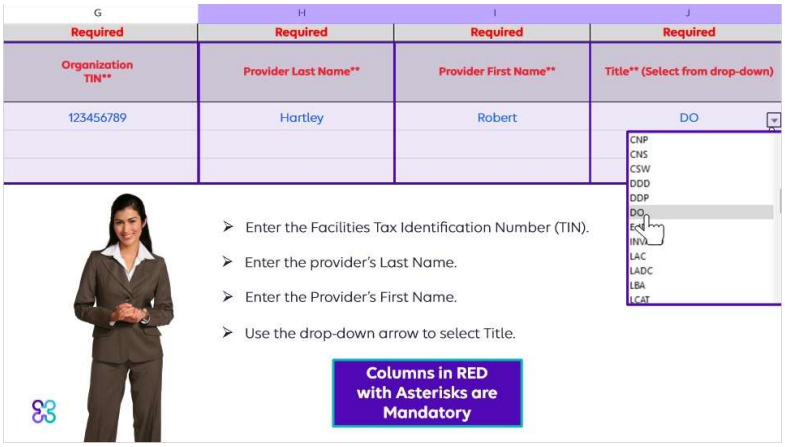


1.9 The Facility Roster Template

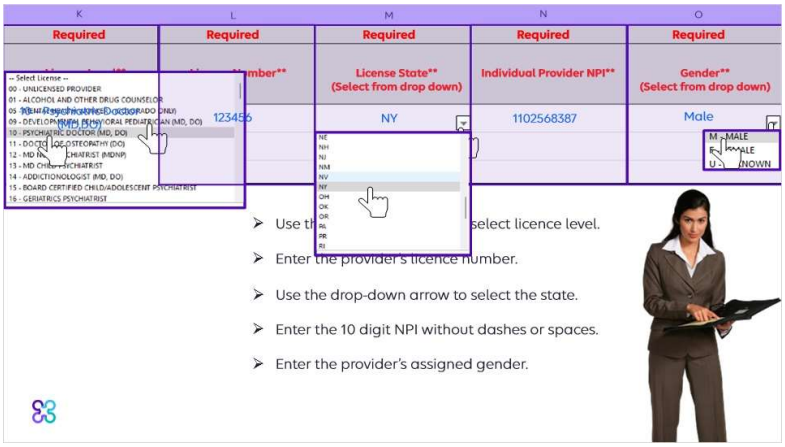
1.10 Columns A - F



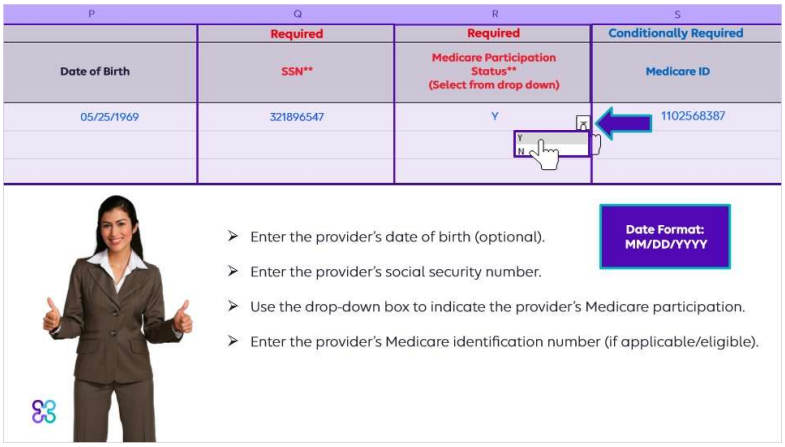
1.11 Columns G - J



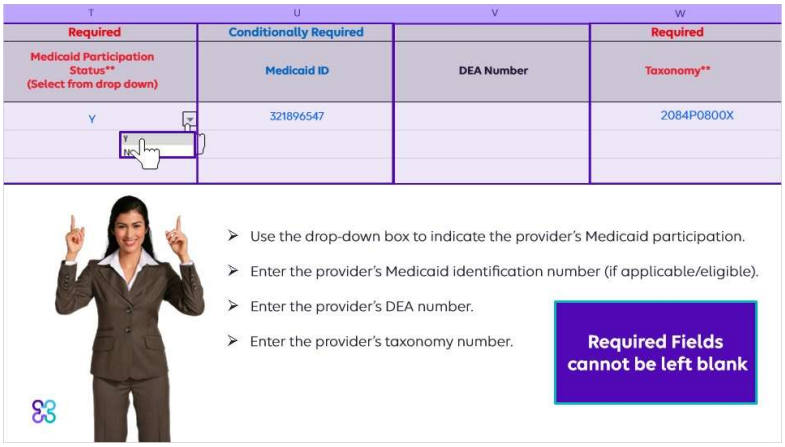
1.12 Columns K-O



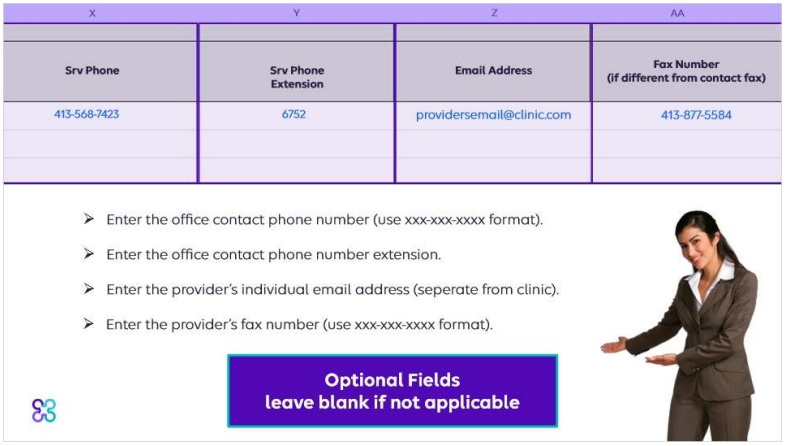
1.13 Columns P - S



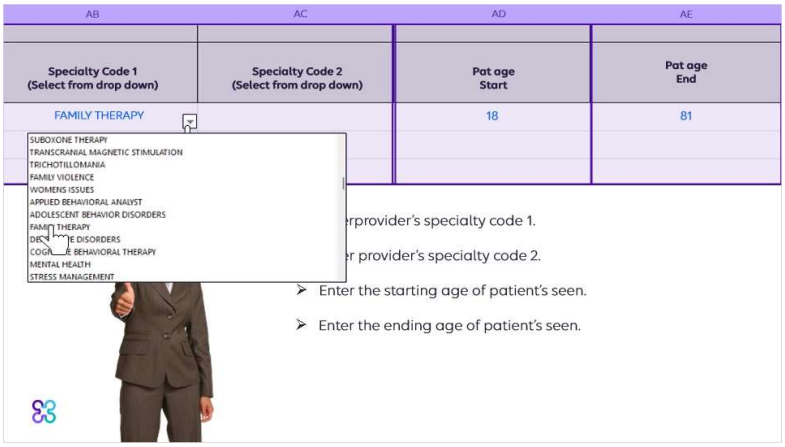
1.14 Columns T - W



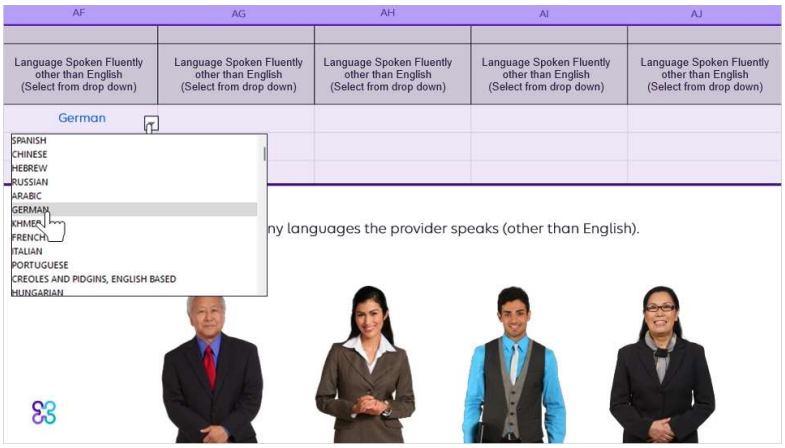
1.15 Columns X - AA



1.16 Columns AB - AE

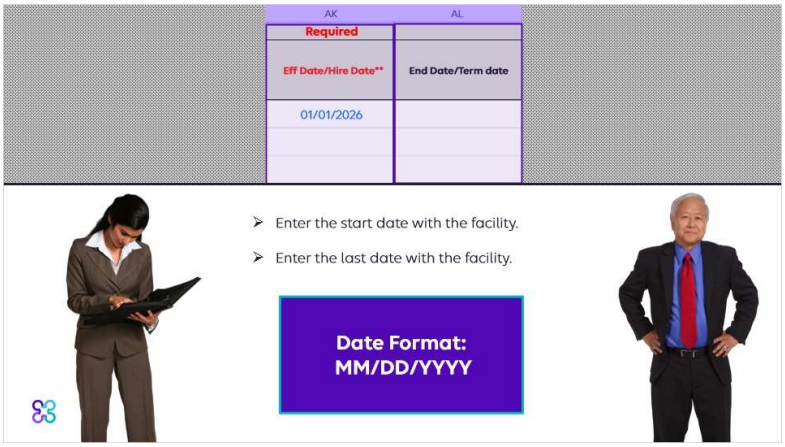


1.17 Columns AF-AJ



Notes:

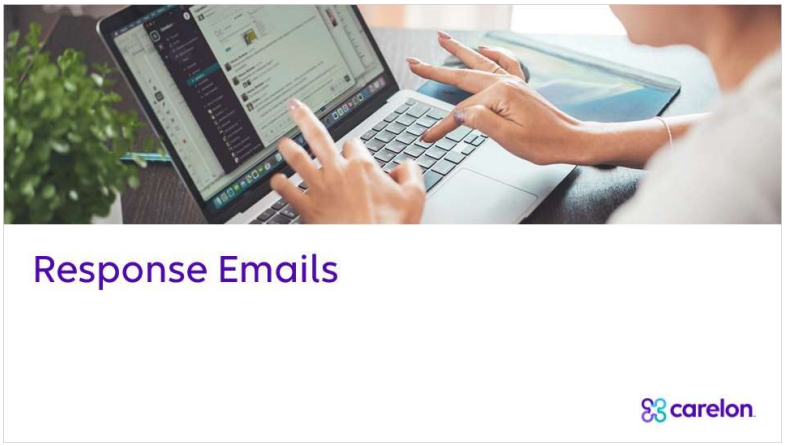
1.18 Columns AK - AL



Notes:

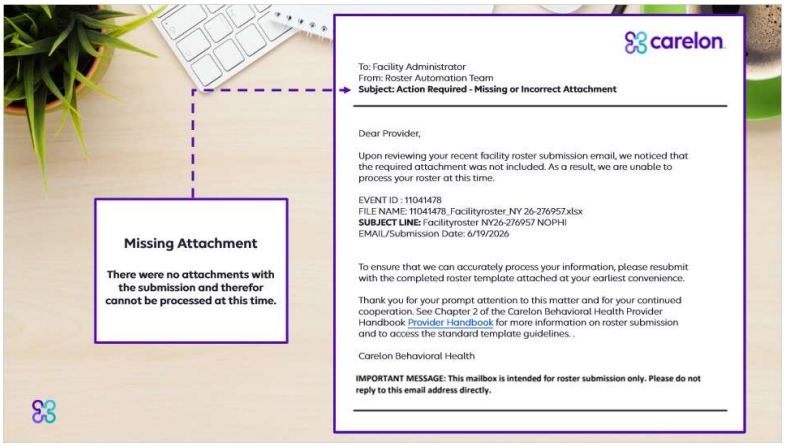
1.19 Submitting Your Roster

1.20 Response Emails



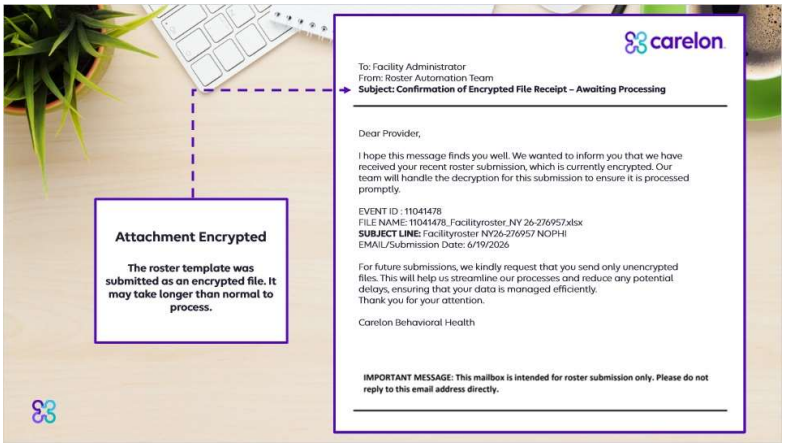
Notes:

1.21 Missing Attachment



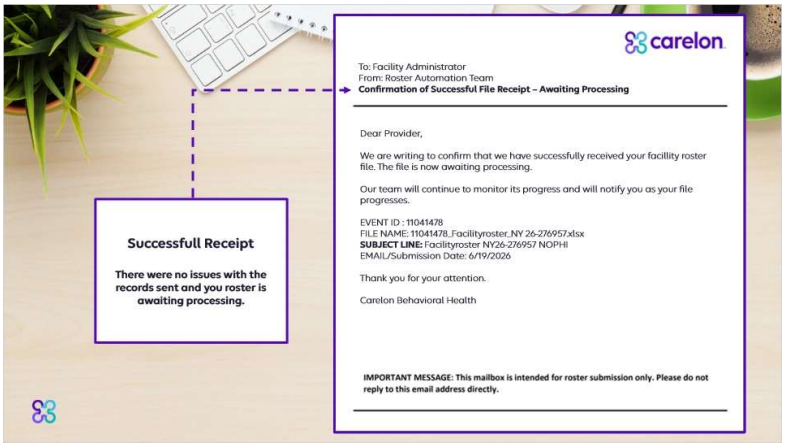
Notes:

1.22 Encrypted Templates



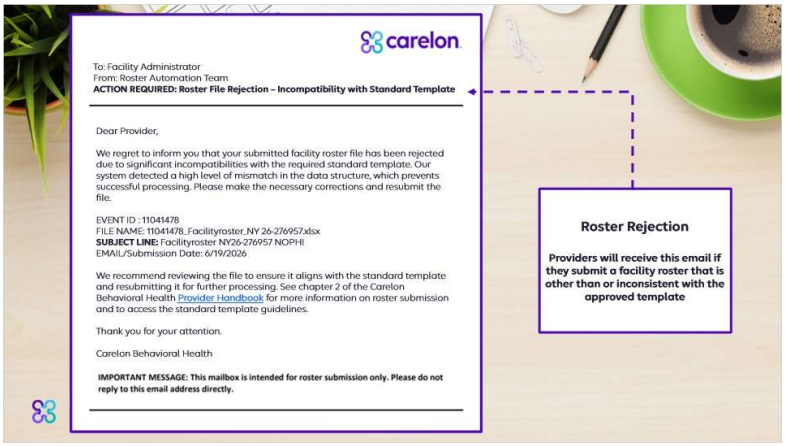
Notes:

1.23 Successful File Receipt



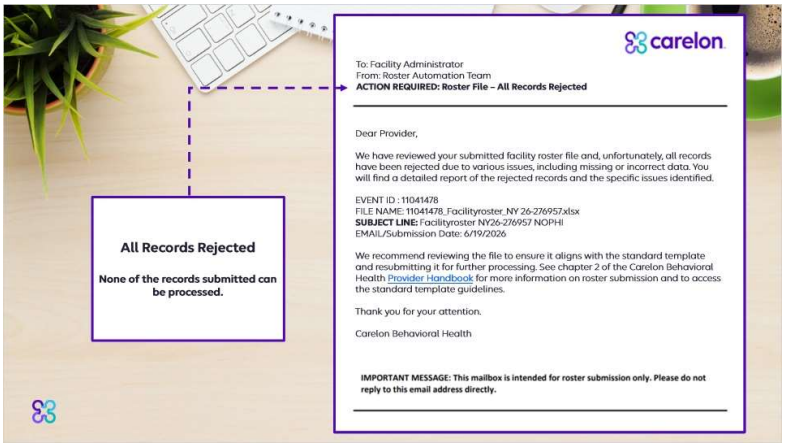
Notes:

1.24 Roster Rejection



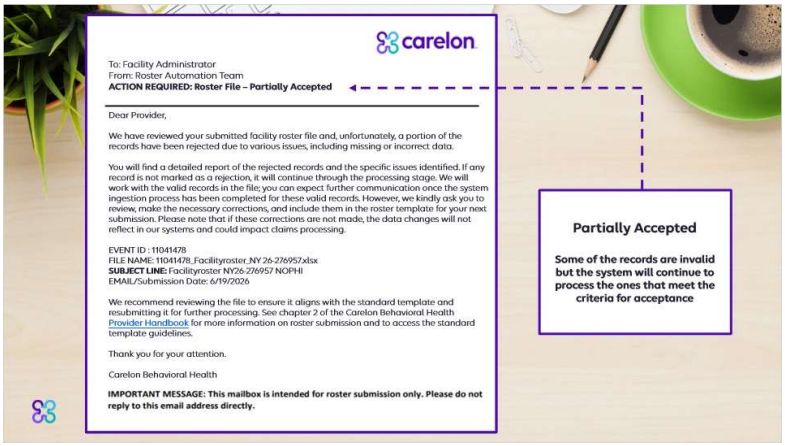
Notes:

1.25 All Records Rejected



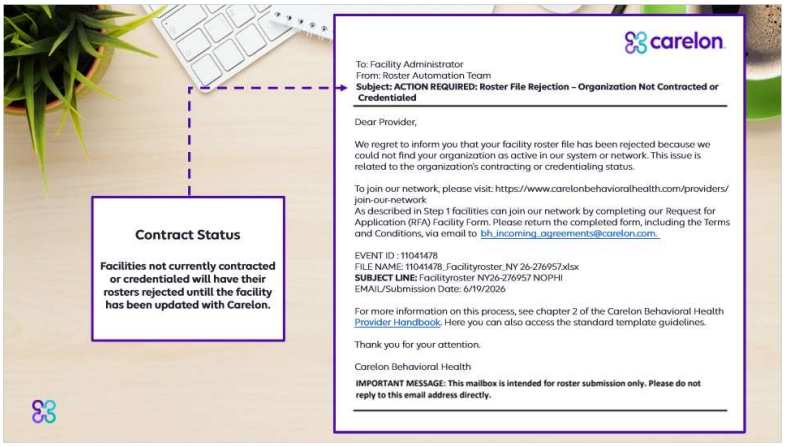
Notes:

1.26 Partially Accepted



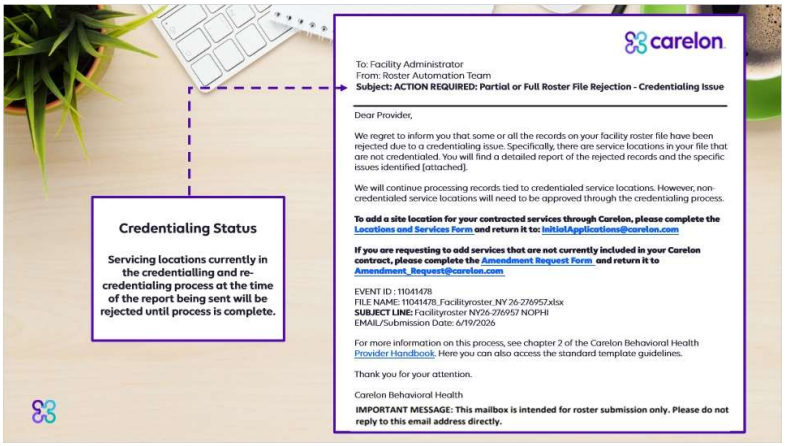
Notes:

1.27 Credentialing Status



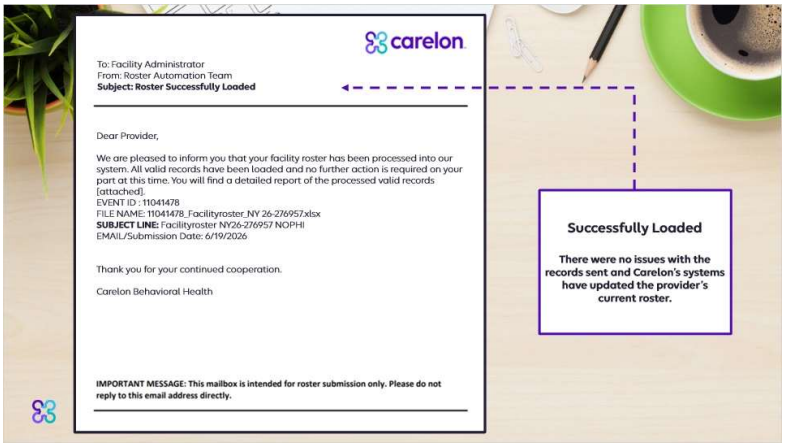
Notes:

1.28 Service Location



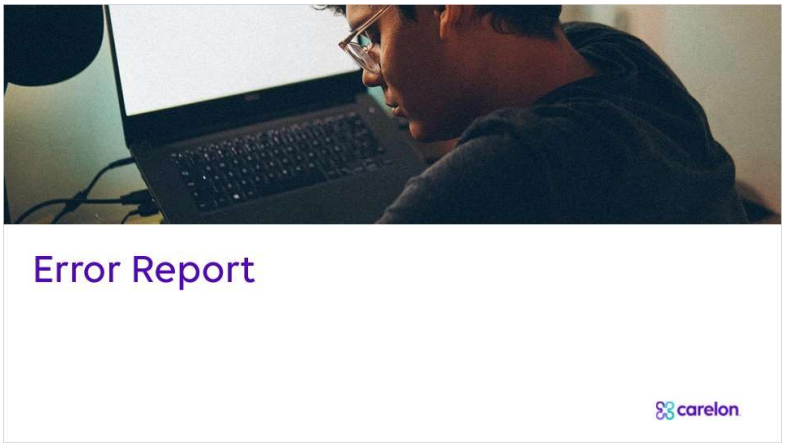
Notes:

1.29 Roster Successfully Loaded



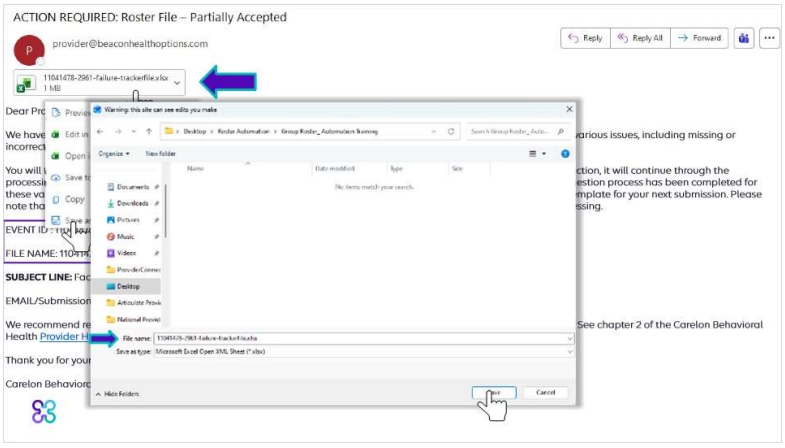
Notes:

1.30 Error Report

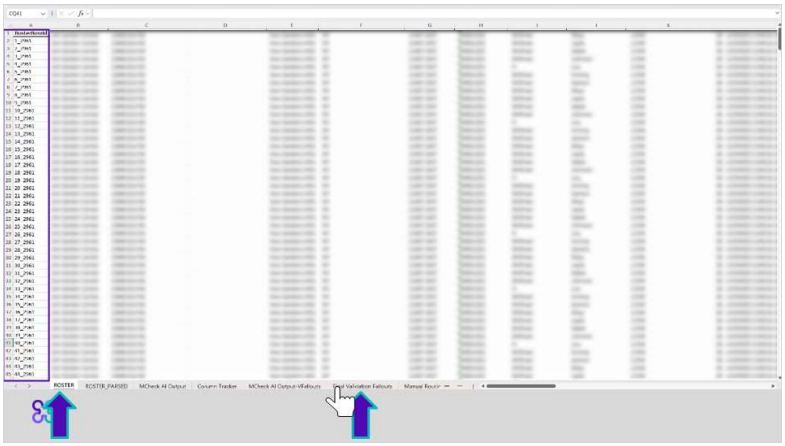


Notes:

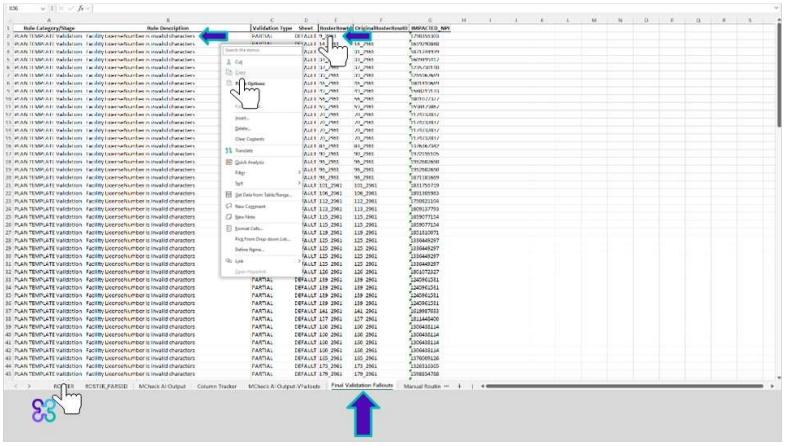
1.31 Action Required



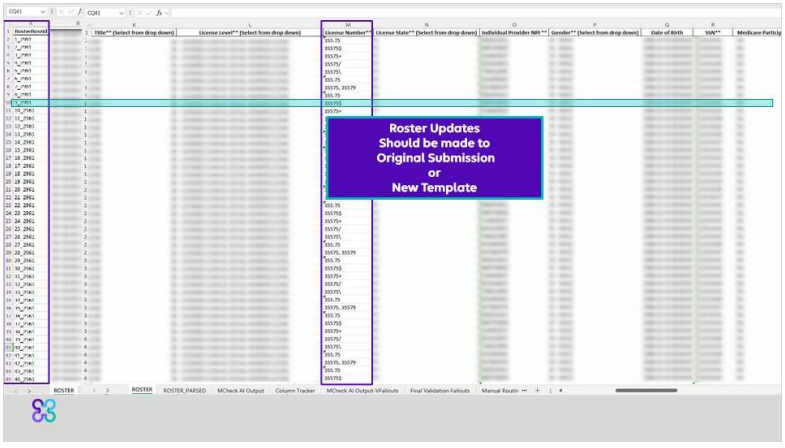
1.32 Roster Tab



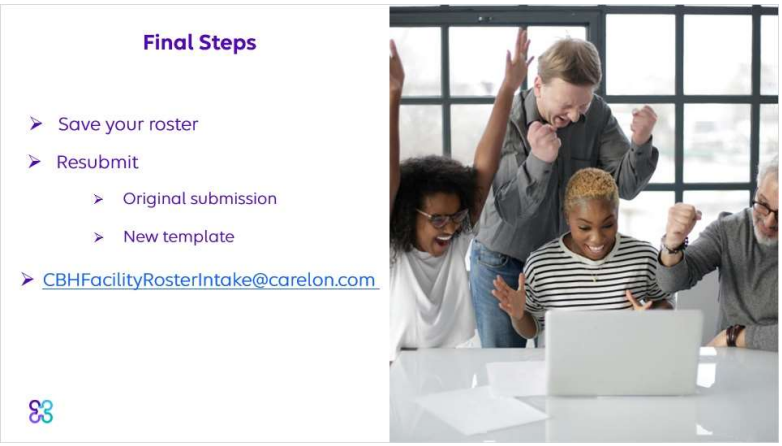
1.33 Final Validation Fallouts



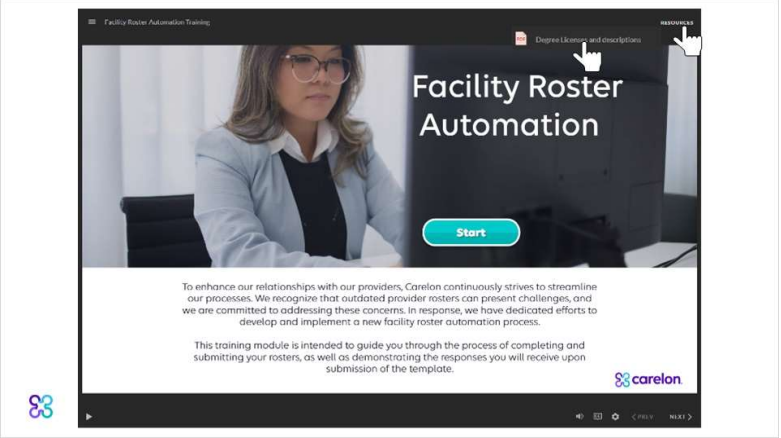
1.34 Correcting Errors



1.35 Final Steps

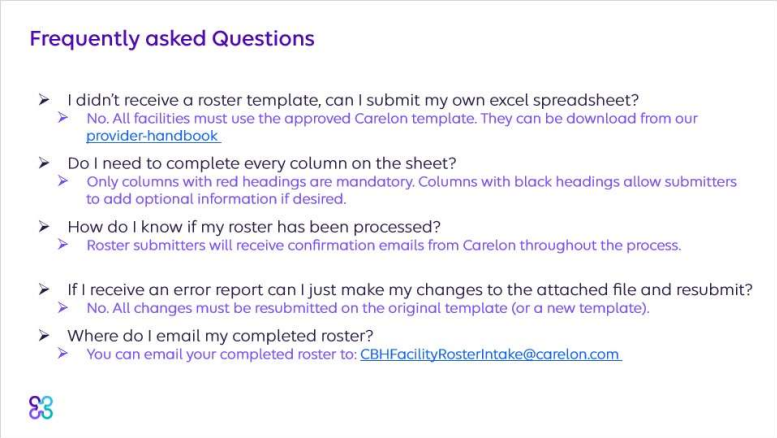


1.36 Degree License



Notes:

1.37 Frequently asked Questions



1.38 Contact Carelon