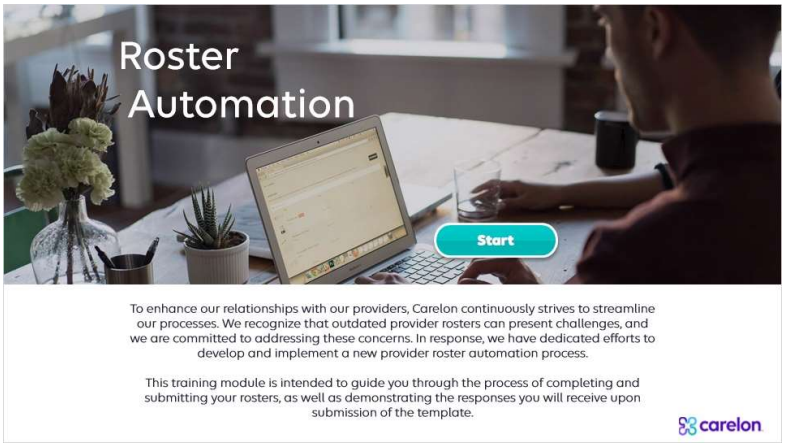
Group Roster Automation Training

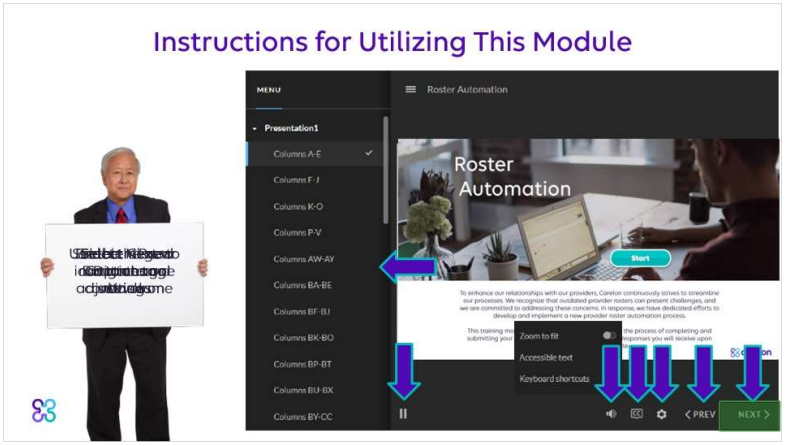
1. Roster Automation Training

1.1 Roster Automation



Notes:

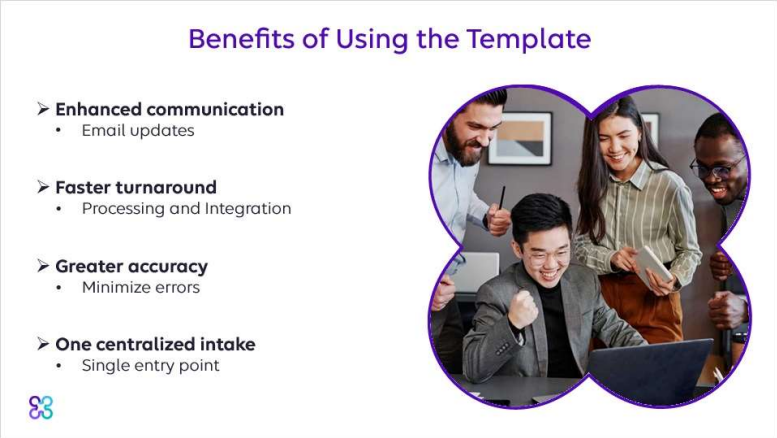
1.2 Instructions for Utilizing This Module



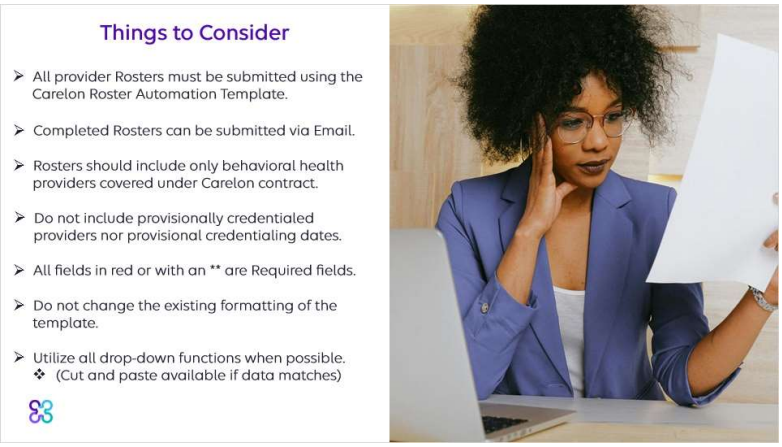
1.3 Goals of Roster Automation

Notes:

1.4 Benefits of Using the Template

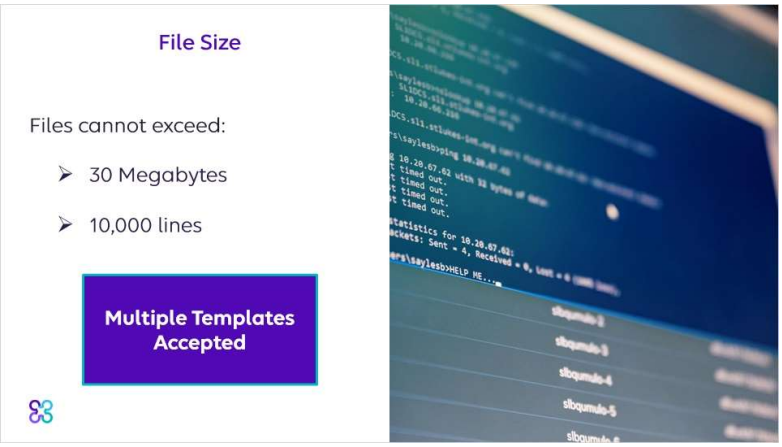


1.5 Things to Consider



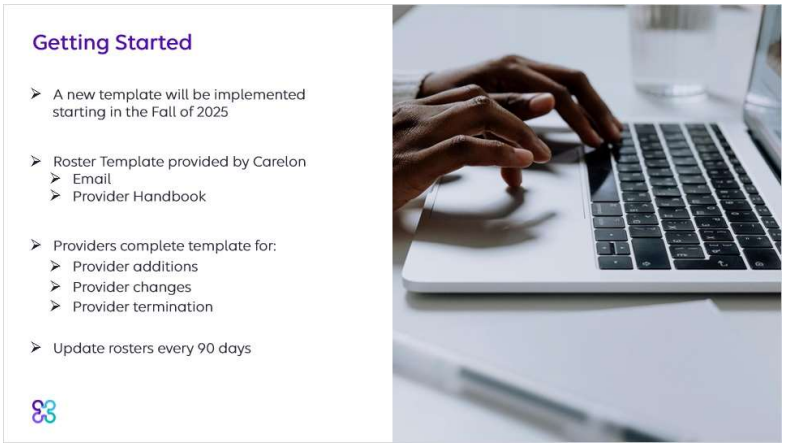
Notes:

1.6 File Size

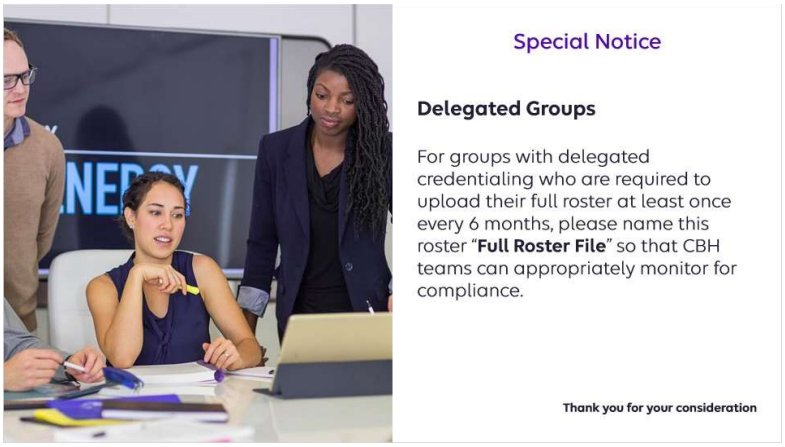


Notes:

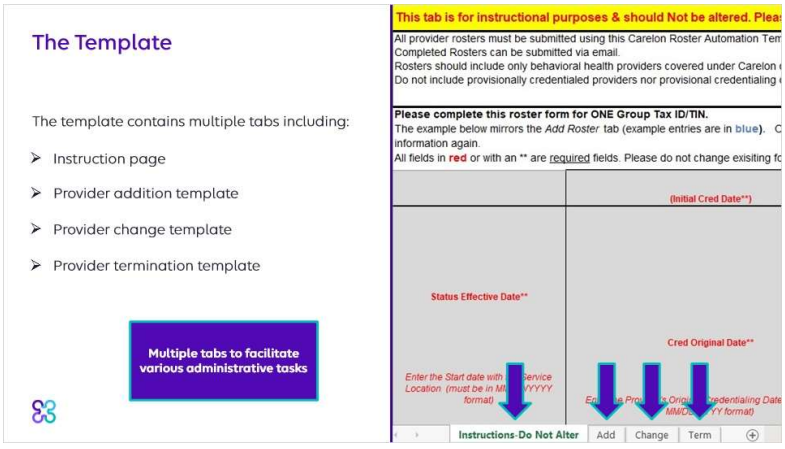
1.7 Getting Started



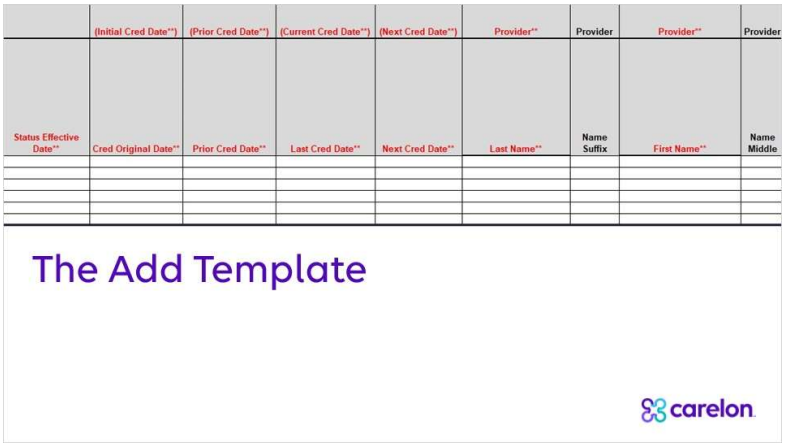
1.8 Special Notice



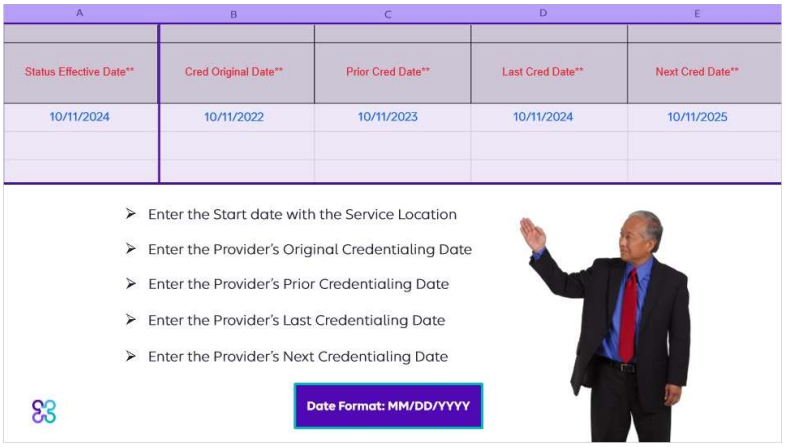
1.9 The Template



1.10 The Add Template

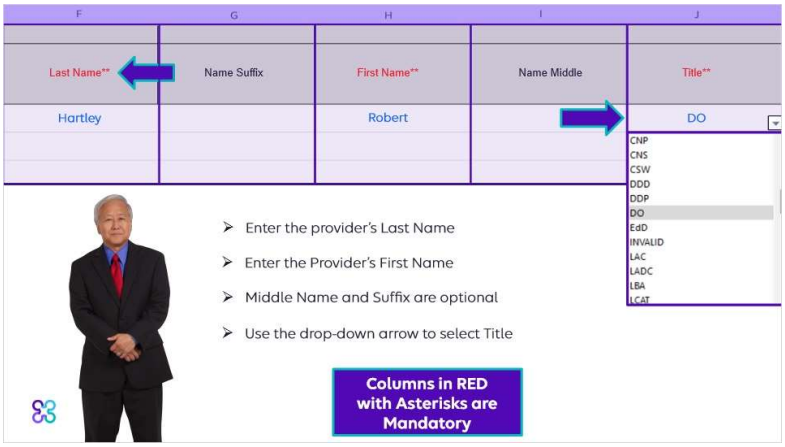


1.11 Columns A-E



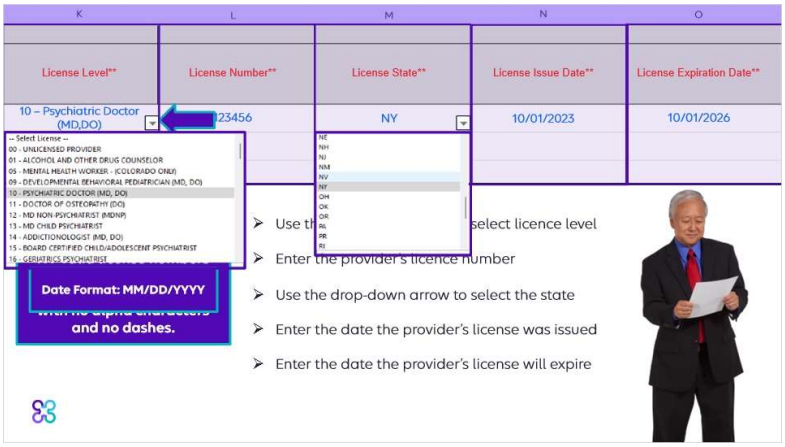
Notes:

1.12 Columns F-J

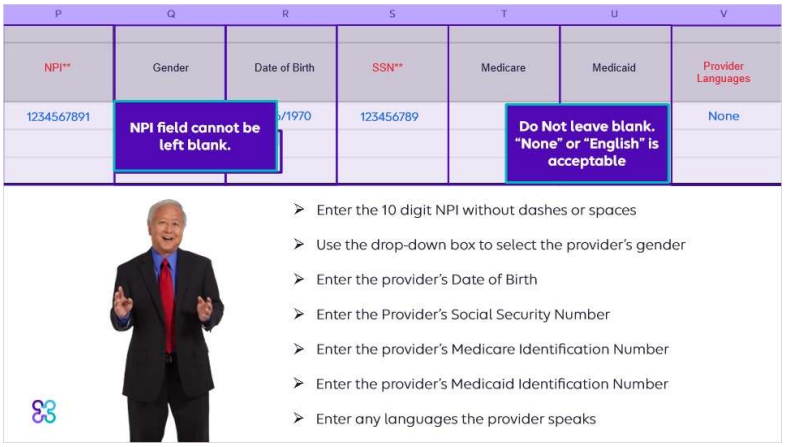


Notes:

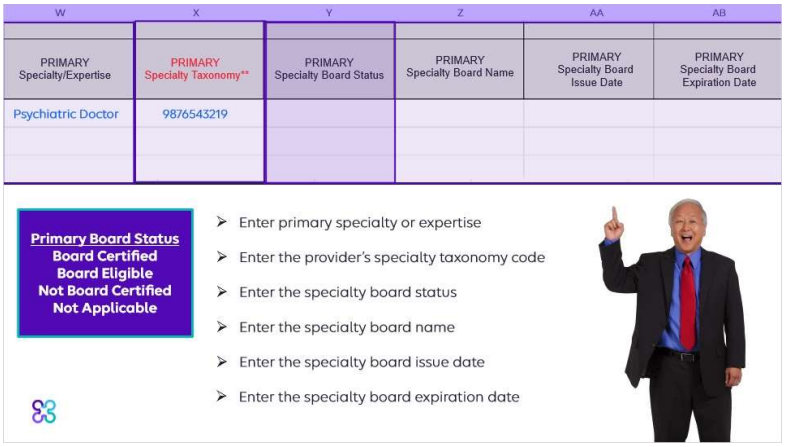
1.13 Columns K-O



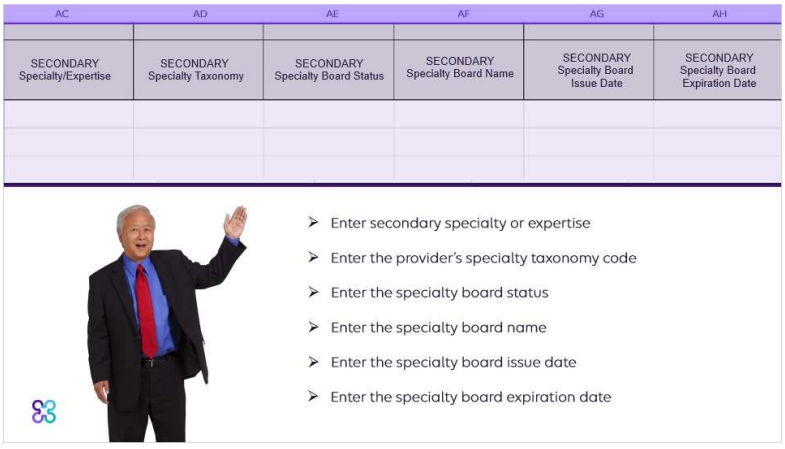
1.14 Columns P-V



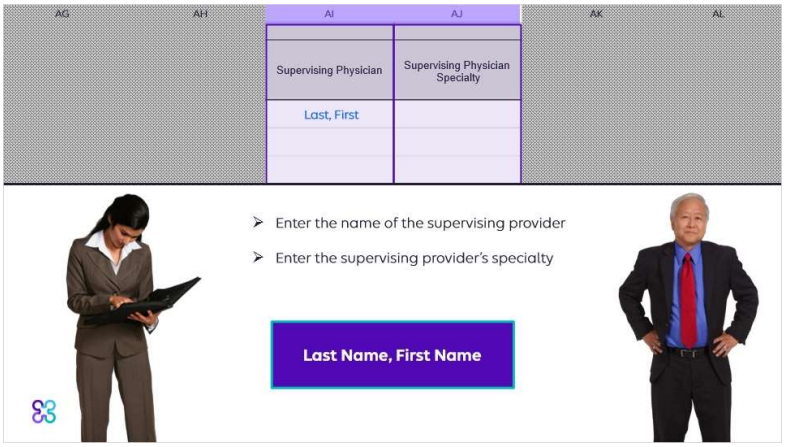
1.15 Columns W-AB



1.16 Columns AC-AH

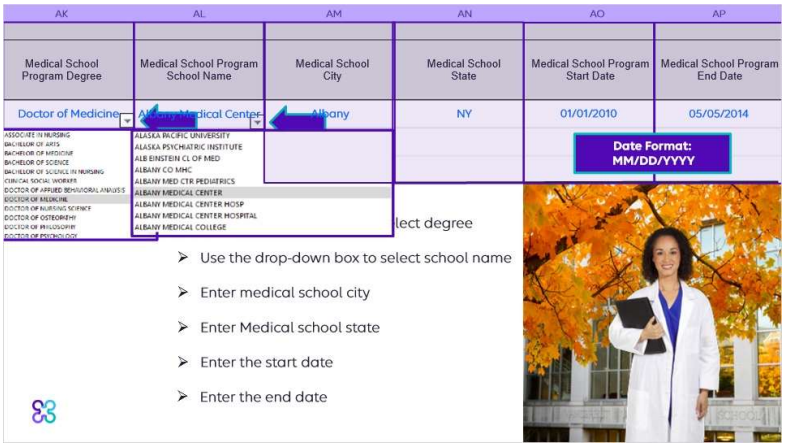


1.17 Columns AI-AJ



Notes:

1.18 Columns AK-AP



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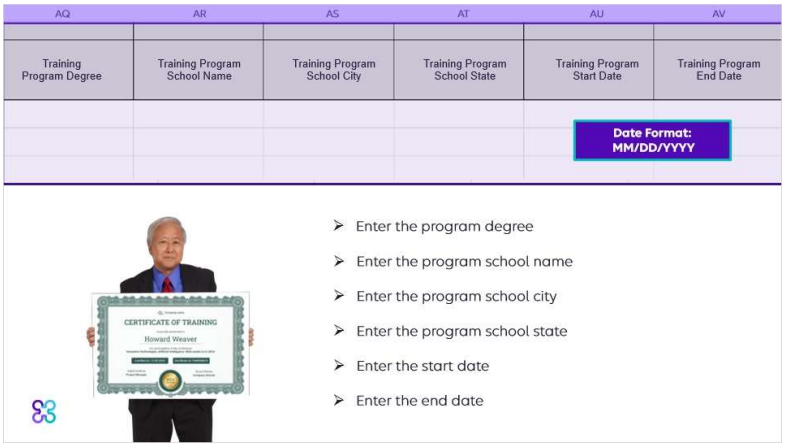
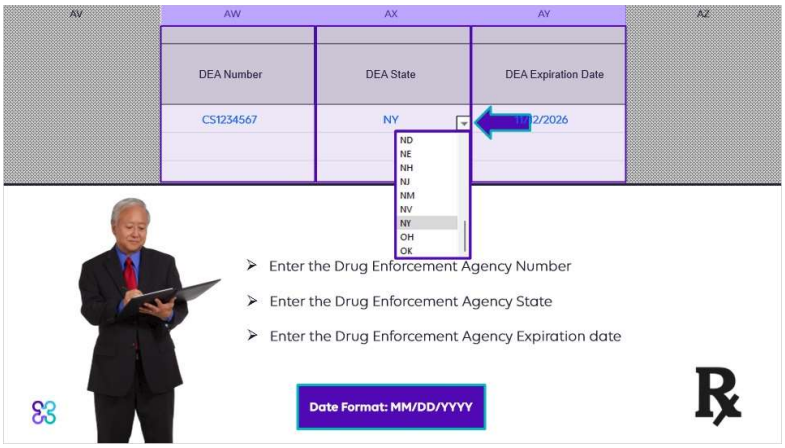
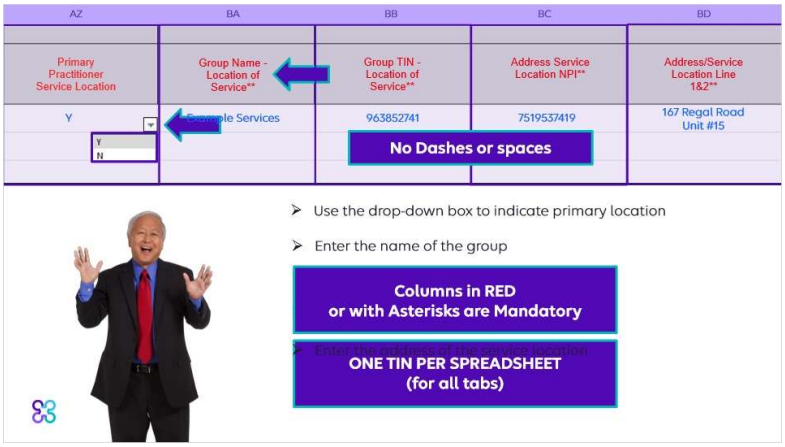


1.20 Columns AW-AY

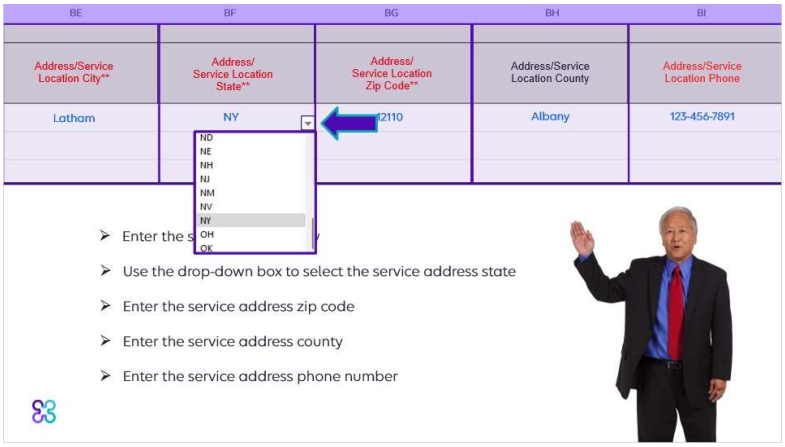


Notes:

1.21 Columns AZ-BD



1.22 Columns BE-BI



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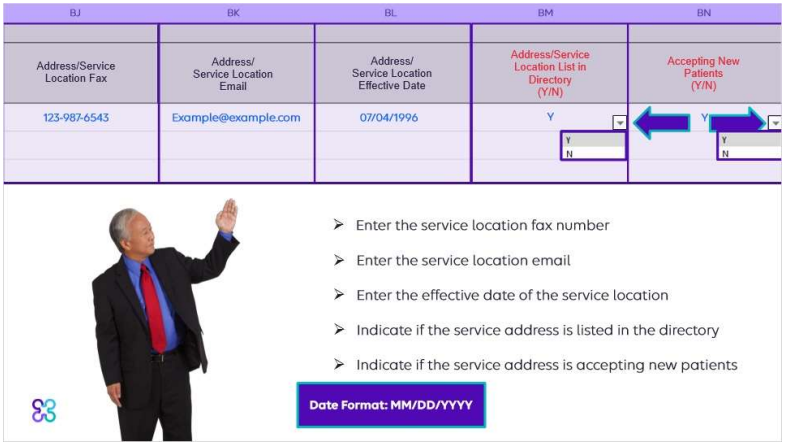

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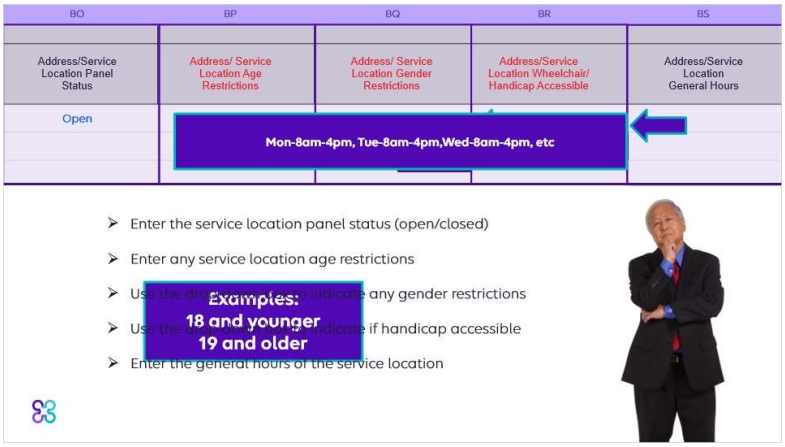

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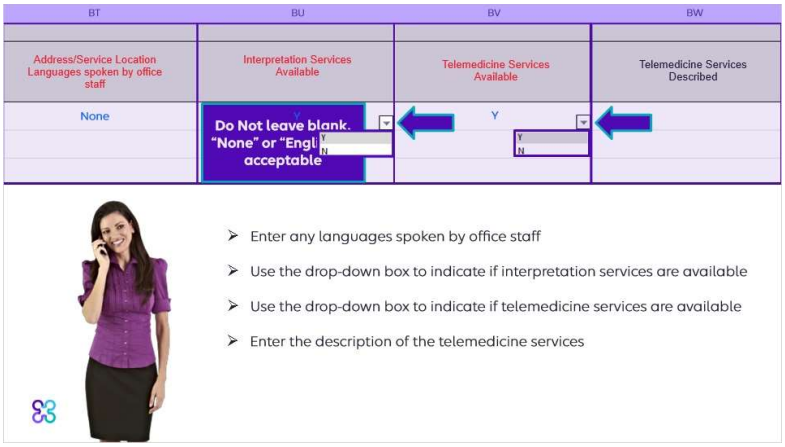
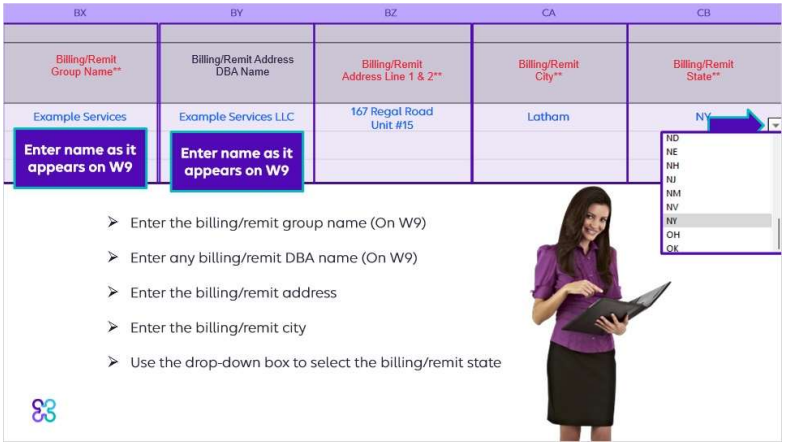


1.26 Columns BX-CB



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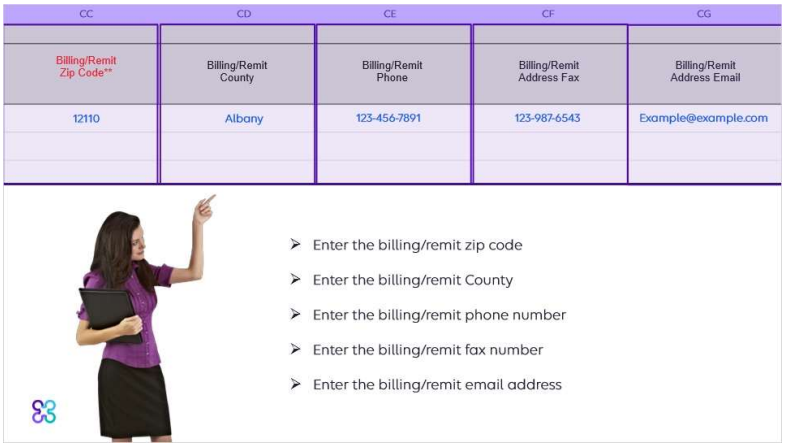
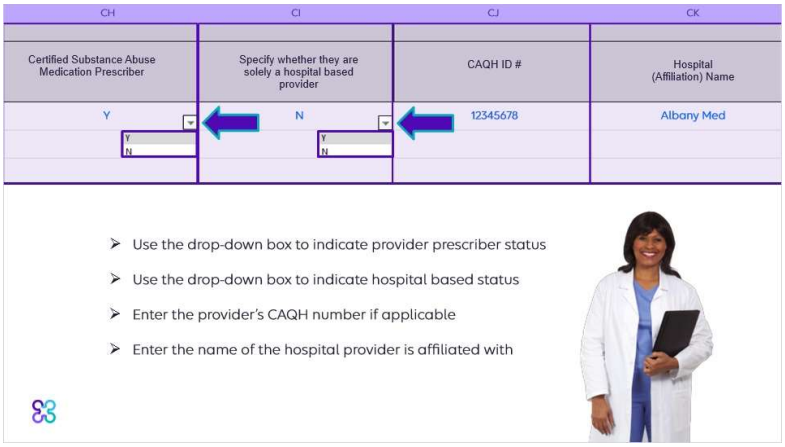
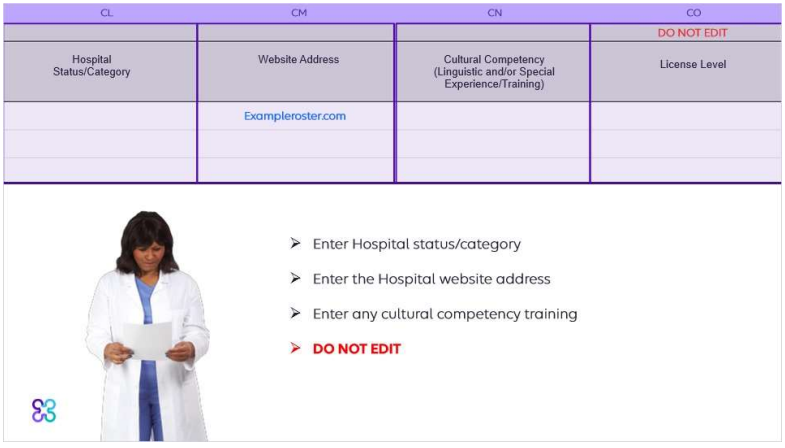


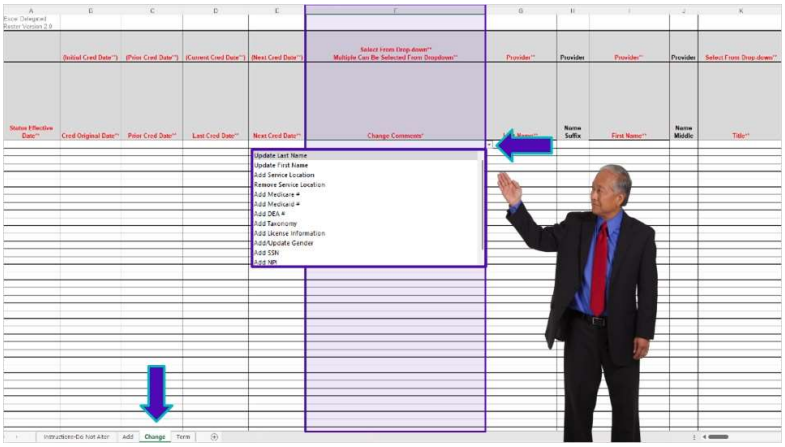
1.28 Columns CH-CK



1.29 Columns CL-CO

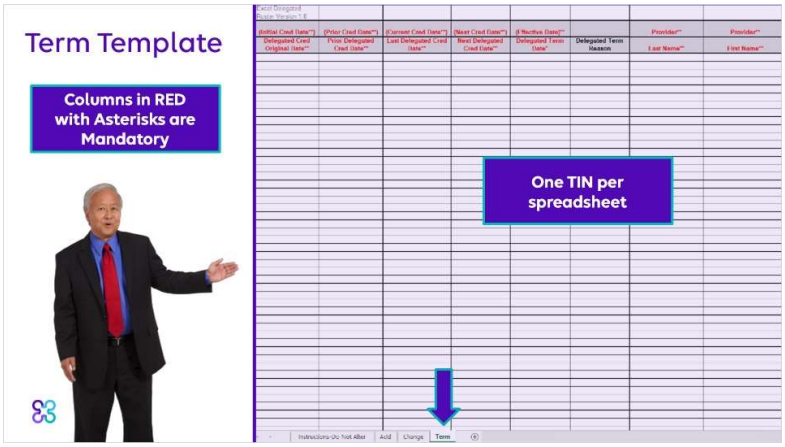


1.30 Change Template



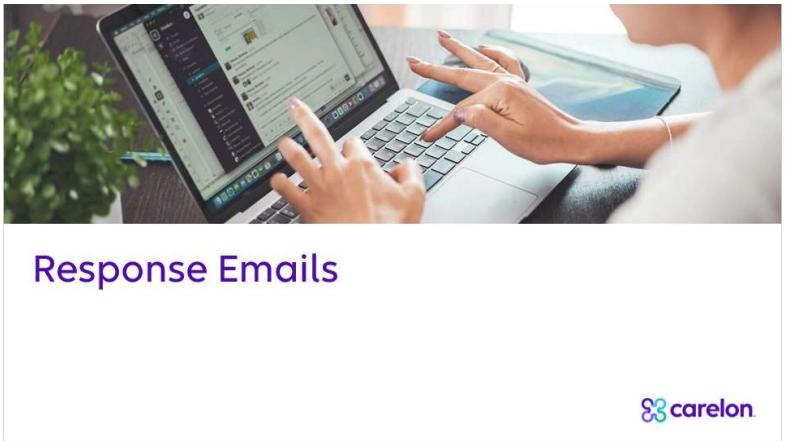
Notes:

1.31 Term Template



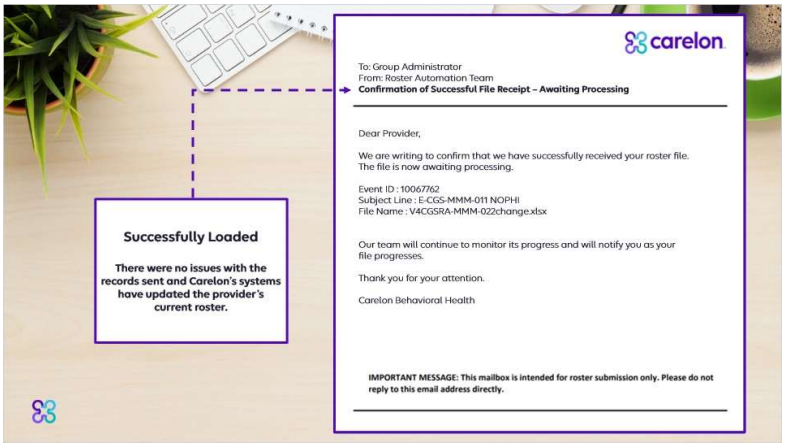
1.32 Submitting Your Roster

1.33 Response Emails



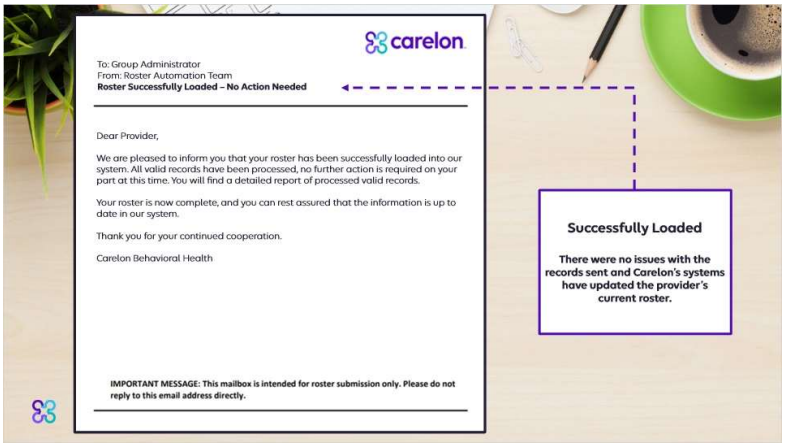
Notes:

1.34 Successful File Receipt



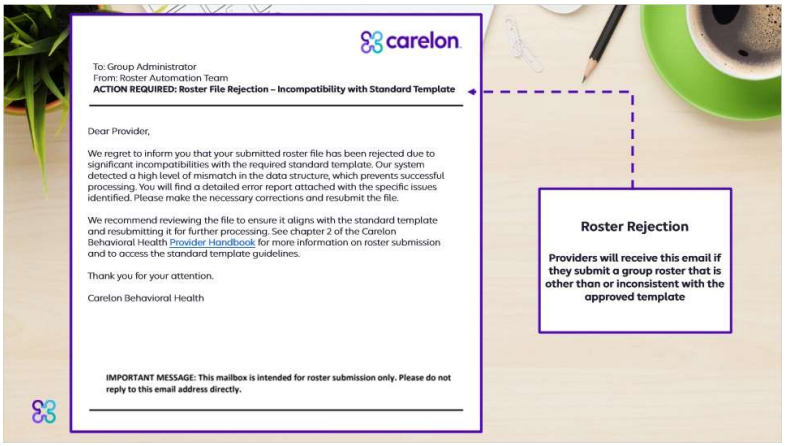
Notes:

1.35 Roster Successfully Loaded



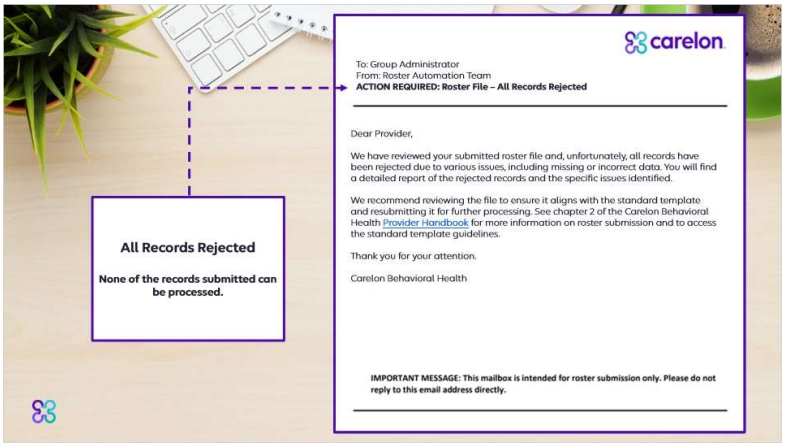
Notes:

1.36 Roster Rejection



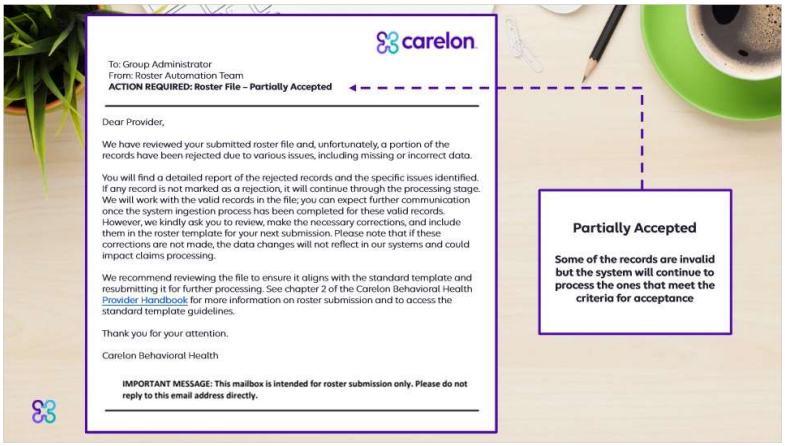
Notes:

1.37 All Records Rejected



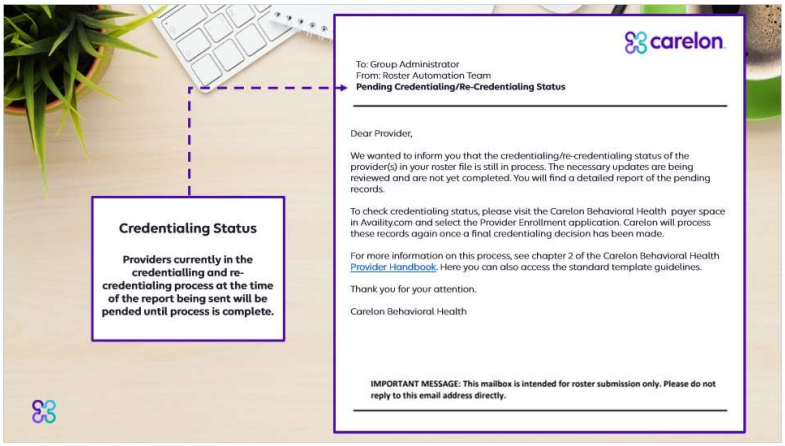
Notes:

1.38 Partially Accepted



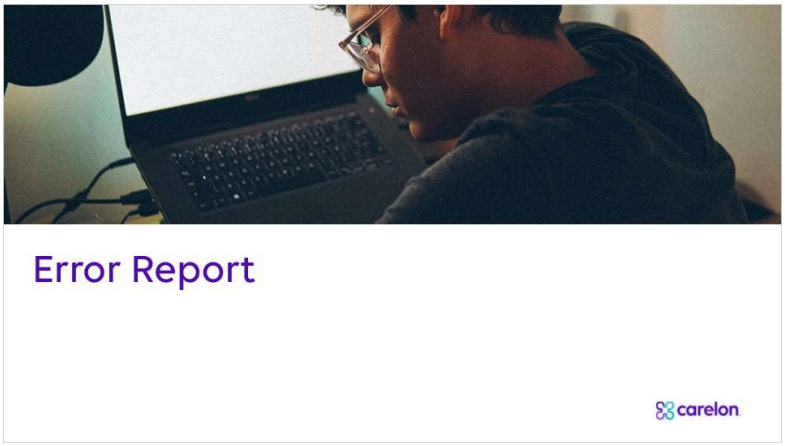
Notes:

1.39 Credentialing Status



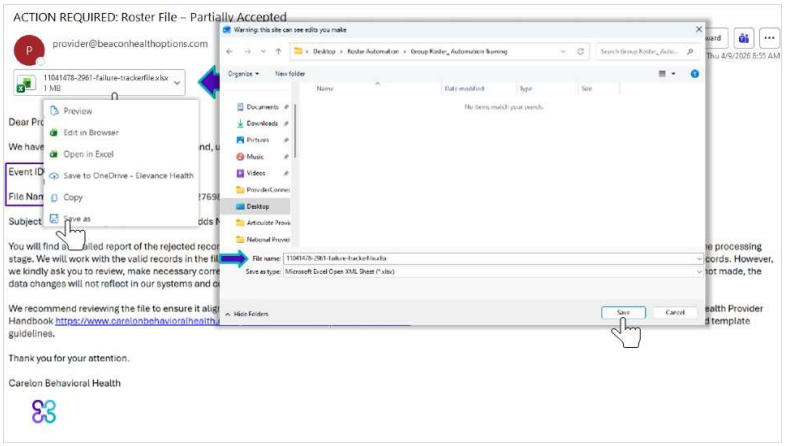
Notes:

1.40 Error Report



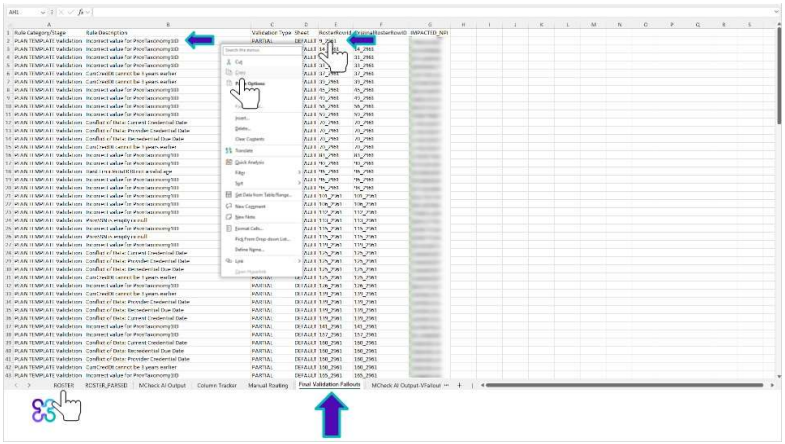
Notes:

1.41 Action Required

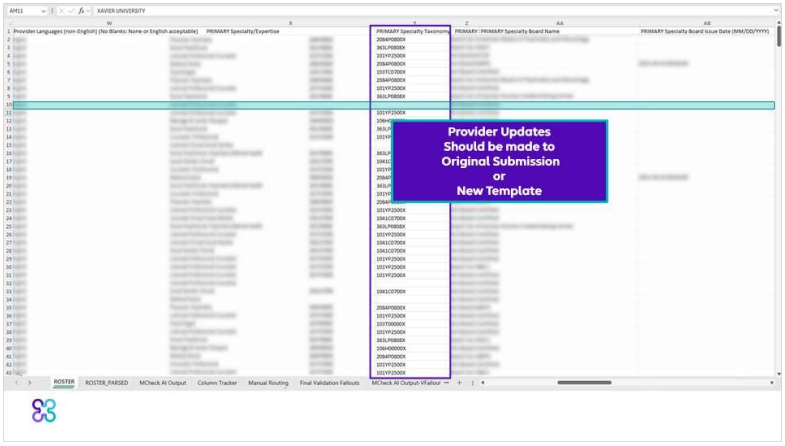


1.42 Roster Tab

1.43 Final Validation Fallouts

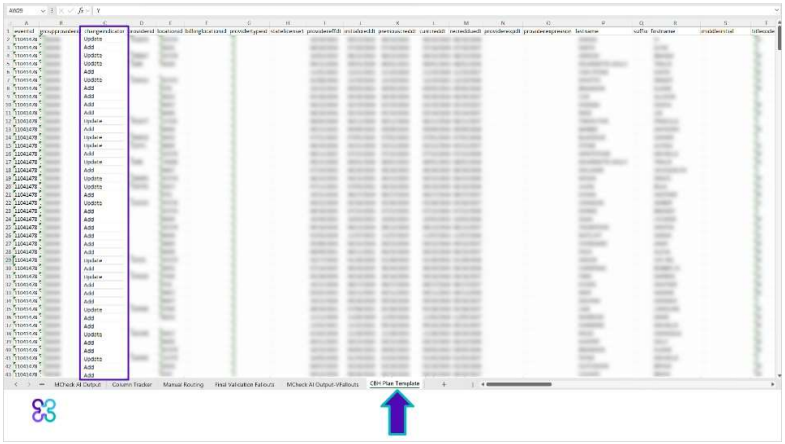


1.44 Correcting Errors

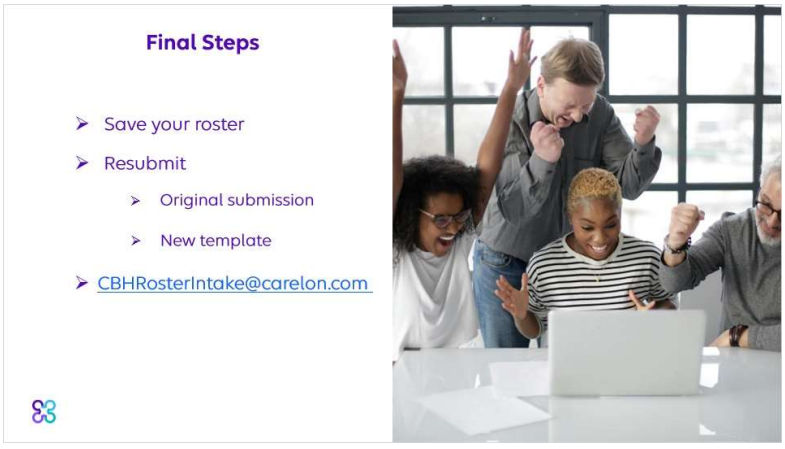


1.45 CBH Plan Template Tab

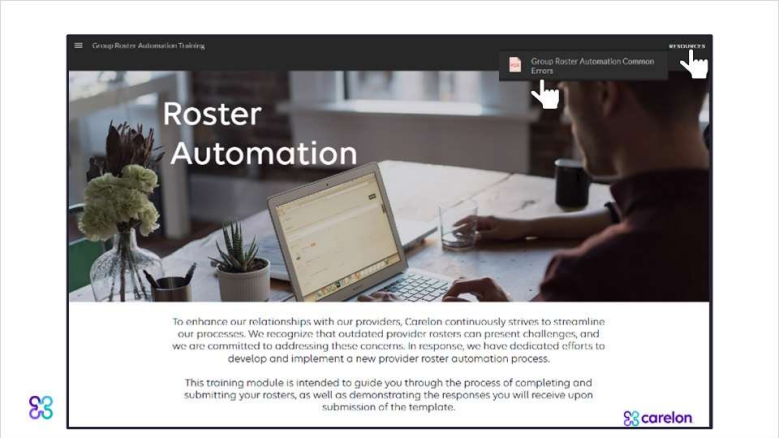
1.46 Reviewing Actions



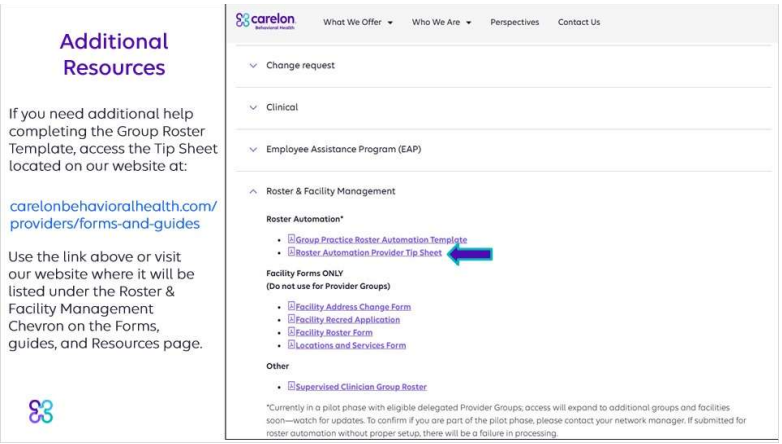
1.47 Final Steps



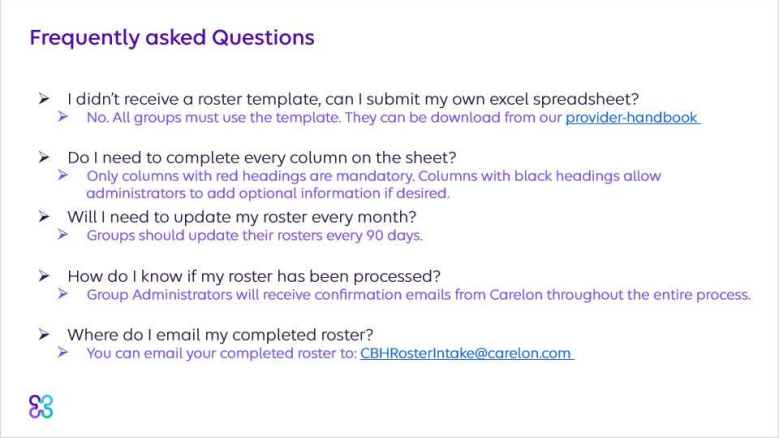
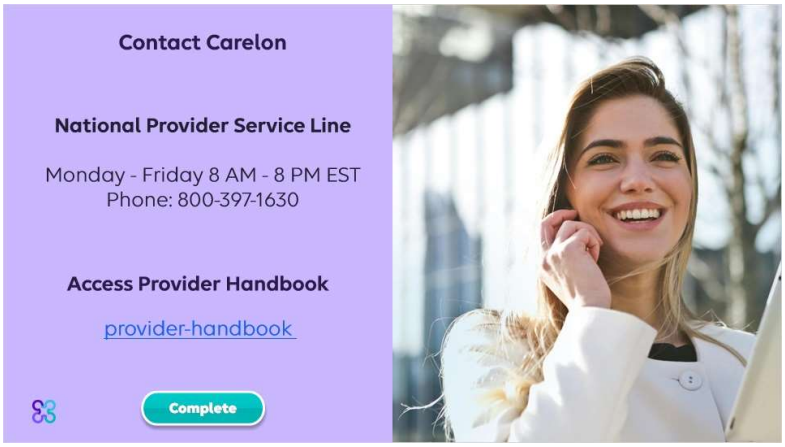
1.48 Common Errors



1.49 Additional Resources



1.50 Frequently asked Questions



1.51 Contact Carelon