

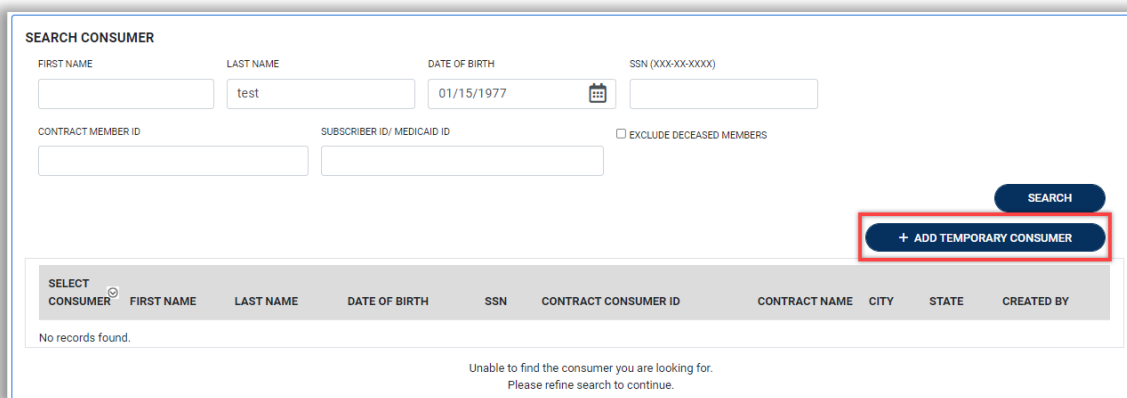
| | |
|---|--------------------------------------|
| Job Aid Title: Adding a Temporary Consumer | Job Aid Number: AC.ANG.JA.019 |
| Date Published: 3/15/2024 | Approved by: Daniyel Bezaury |
| References: Atrezzo Next Generation (ANG) User Manual | |
| Purpose: The purpose of this job aid is to provide step-by-step instructions on how to add a temporary consumer. Note, the availability of this functionality will vary by contract. | |

Adding Temporary Consumer

If your consumer search results indicate no records found, you will need to add a temporary consumer.

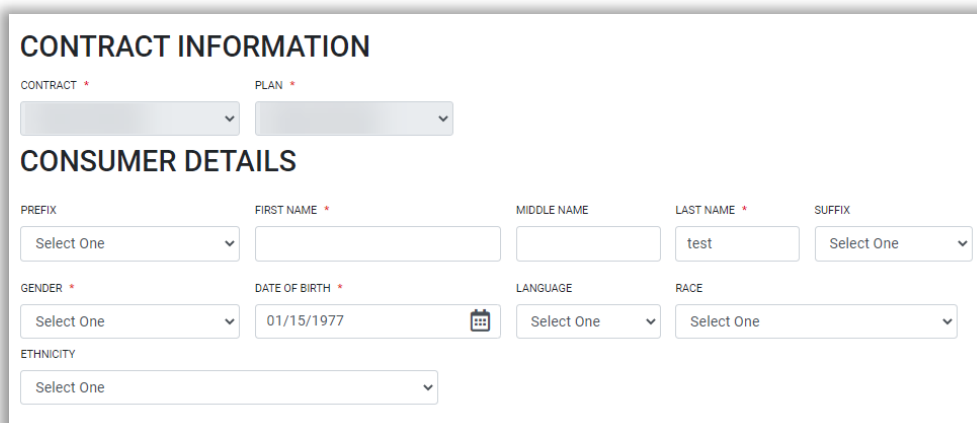
Click **Add Temporary Consumer**

Note: Be sure to exhaust all search options prior to adding a Temp Consumer



Contract and Plan will automatically populate.

Complete all required information indicated by a red asterisk





Once all information is entered click **Next**

CONTACT INFORMATION

ADDRESS LINE 1 * ADDRESS LINE 2 CITY * COUNTRY *

STATE/PROVINCE * COUNTY * POSTAL CODE * PHONE NUMBER

OTHER INFORMATION

SSN (XXX-XX-XXXX) SELF PAY PRIVATE INSURANCE MEDICAID ID/SUBSCRIBER ID MEDICARE HICN

MEDICARE MBI OTHER ID

COMMENTS

The temporary consumer has been added

✔ Consumer Information

| CONSUMER NAME | DATE OF BIRTH | SSN | CONSUMER MEMBER ID | CITY | STATE | COUNTRY | COUNTY |
|---------------|---------------|-------------|------------------------|--------|-------|---------|--------|
| Dani Test | 01/15/1977 | 999-99-9999 | TEMP001642022061300001 | Albany | NY | US | Albany |



| Version | Comments | Update by | Date Updated |
|----------------|-----------------|------------------|---------------------|
| 1 | Job Aid created | AHadlock | 6/13/2022 |
| 2 | Job Aid Updated | AHadlock | 3/23/2023 |
| 3 | Job Aid Updated | JMulbah | 3/12/2024 |