

June 2020

### **New Bulk Edit Feature for Provider Portal Site Administrators**

As part of the health plan's continued enhancements to the Provider Portal, we are pleased to announce the new Bulk Edit feature designed to reduce administrative time for Provider Portal Site Administrators. The Bulk Edit feature enables Site Administrators to apply updates to multiple user accounts all at once instead of having to make separate updates for each individual user.

Through the Bulk Edit feature, Site Administrators can:

- Select all or isolate groups of user accounts within their organization for updates by assigned Functionality, NPIs, or Tax IDs
- Apply and submit updates to the selected user accounts at one time
- See a summary of the applied updates

Updates submitted through the Bulk Edit feature **completely replace** previous account settings for the selected users. Therefore, Site Administrators are encouraged to be familiar with the new feature and verify updates before submitting. The Provider Admin section of the Provider Portal User Guide, available from the secure Provider Resources page, has been updated to include the Bulk Edit feature.

To further introduce this new feature, as well as provide an overview of the Provider Admin application, we are offering 30-minute webinars tailored specifically for Provider Portal Site Administrators. If you are interested in joining a webinar, please contact us as at [DHP.PNCInquiry@deancare.com](mailto:DHP.PNCInquiry@deancare.com).