

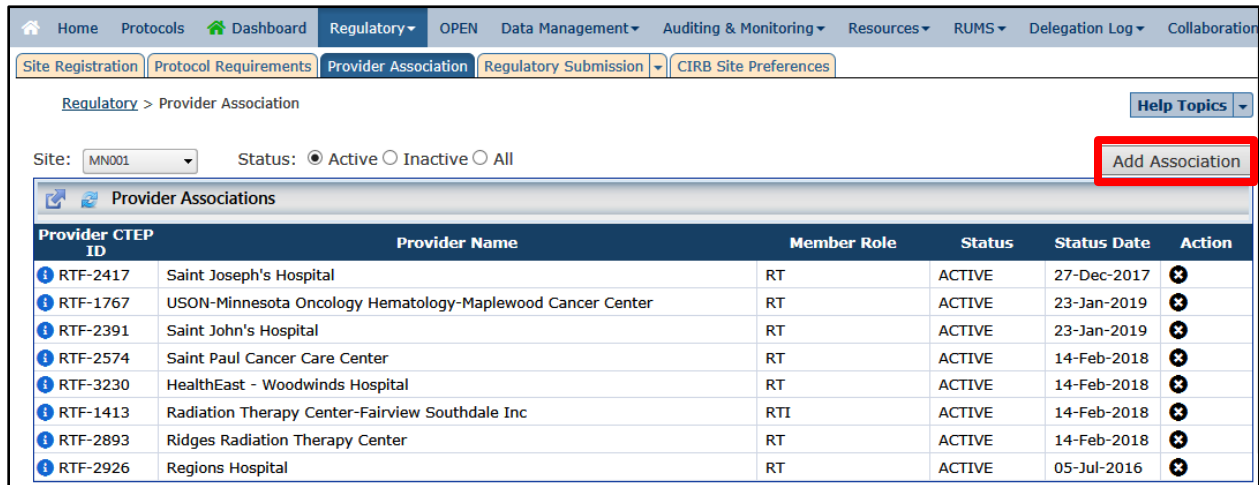
Provider Association Page Instructions

Directions for Adding Providers on the CTSU Website

1. Log in to www.ctsus.org with your CTEP-IAM username and password.
2. Individuals with a primary role at the site for any roster owner may add or remove provider associations. Any individual associated with the site can view provider information for their site(s).
3. Hover your mouse cursor over the Regulatory tab and select **Provider Association** on the drop-down menu:



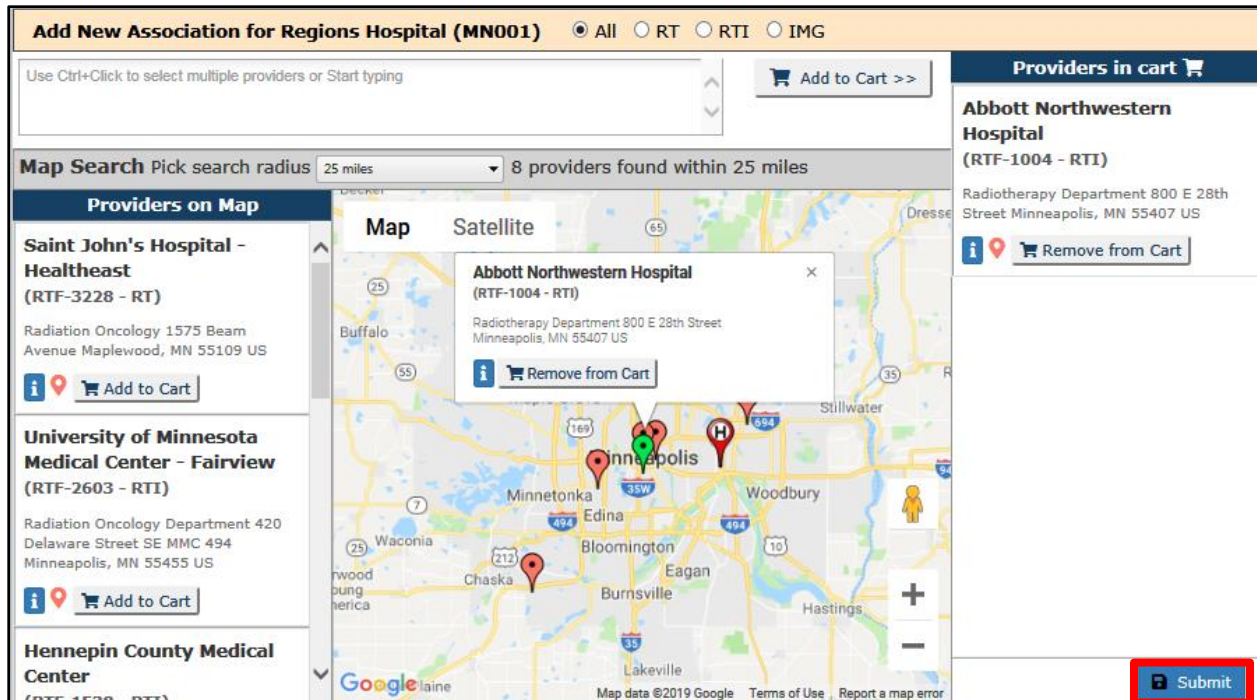
4. On the Provider Association page you will see all the current providers associated with your site. To add a provider you will click on the Add Association button on the right side of the page:



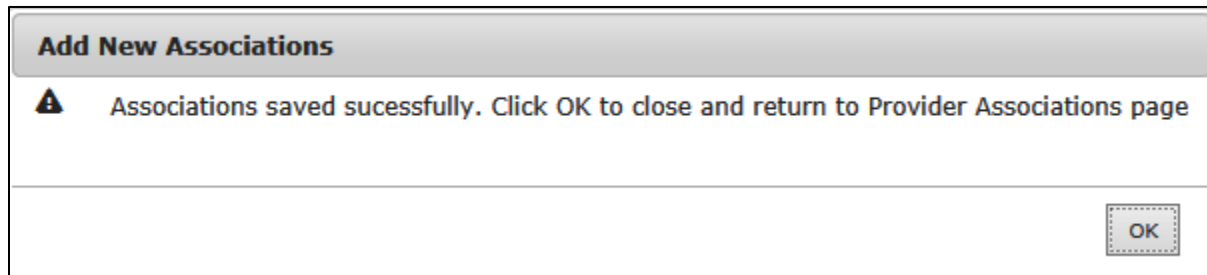
5. A pop-up window will appear to add a new provider. On this page there are several options to search and select providers within a specific radius including:
 - Click the target icon on the map and select Add to Cart in the pop-up.
 - Review the Providers on Map information on the left of the page and select Add to Cart.
 - Search by provider CTEP identifier or partial provider name and select Add to Cart to the right of the search block.

You can click on the < i > button for each provider to get additional information on the provider including any available modality credentialing.

6. Once you have selected your provider(s), click the Submit button on the bottom right corner:



7. Once you submit, a confirmation box appear stating that the associations have been saved:



Directions for Removing Provider Associations

1. Access the Provider Association page on the CTSU website.
2. Locate the provider you wish to remove from your site's associations and then click on the "X" on the right hand side in the Action column:

Home Protocols Dashboard Regulatory OPEN Data Management Auditing & Monitoring Resources RUMS Delegation Log Collaboration

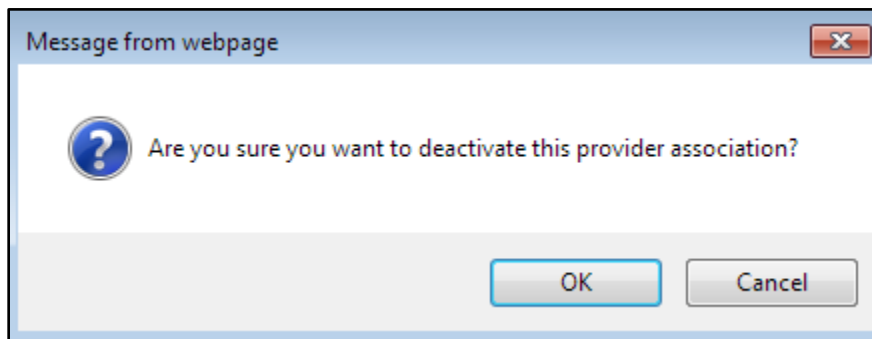
Site Registration Protocol Requirements **Provider Association** Regulatory Submission CIRB Site Preferences

Regulatory > Provider Association Help Topics

Site: MN001 Status: Active Inactive All Add Association

Provider Associations					
Provider CTEP ID	Provider Name	Member Role	Status	Status Date	Action
RTF-2417	Saint Joseph's Hospital	RT	ACTIVE	27-Dec-2017	
RTF-1767	USON-Minnesota Oncology Hematology-Maplewood Cancer Center	RT	ACTIVE	23-Jan-2019	
RTF-2391	Saint John's Hospital	RT	ACTIVE	23-Jan-2019	
RTF-2574	Saint Paul Cancer Care Center	RT	ACTIVE	14-Feb-2018	
RTF-3230	HealthEast - Woodwinds Hospital	RT	ACTIVE	14-Feb-2018	
RTF-1413	Radiation Therapy Center-Fairview Southdale Inc	RTI	ACTIVE	14-Feb-2018	
RTF-2893	Ridges Radiation Therapy Center	RT	ACTIVE	14-Feb-2018	
RTF-2926	Regions Hospital	RT	ACTIVE	05-Jul-2016	

3. A pop-up window will appear confirming if you want to deactivate this association, if you do then Click Ok.



Additional information on Provider Associations

You can find more information on provider associations under the **What am I seeing?** link on the Provider Association page, in the Help Topics button under Provider Association, and under the < ? > icon on the map page.

If you need additional assistance regarding the Provider Associations you can contact the CTSU Help Desk by phone: 1-888-823-5923 or by email: ctscontact@westat.com .