AR ATR PROGRAM

Provider Staff Information Sheet

Provider: _____

Instructions:

As a part of the set up for your agency in the AR WITS Program, each employee who will be entering information into the system or who will need access to the system for administration or billing purposes must be set up individually with rights (access levels). In order to establish the employees' profile in AR WITS, we will need their individual e-mail address and the role they will be playing in the program. Once the employee is set up in the system, they will receive an e-mail with their log-in information and their access will have been activated.

Please complete the table below with ALL employees who will need access to the AR WITS System. Please remember that if you have sub-contracts or memorandums of understanding with other agencies/individuals to perform any services (e.g., drug testing, pharmaceuticals, medical services, etc.) you will need to include the name of the individual(s) who will be responsible for entering their activity into AR WITS. Use additional pages if necessary.

Employee Name	ATR Role (Agency Administrator, Billing Agent, Care Coordinator, Clinician, etc.)	E-mail Address	Telephone Number	Location

_____ _____ _____

Signature of Agency Authorized Representative **Title** **Date**