

## STEP BY STEP INSTRUCTIONS – INITIAL NDTR BATCH PROCESSING FORM

**Cell D:** Add Practice name

**Cell E:** Add Practice street address

**Cell H:** Add Practice city address

**Cell J:** Add Practice zip code address

**Cell M:** Add Provider first name

**Cell N:** Add Provider last name

**Cell O:** Add Provider email \*Note: this email **must** be checked for CPC+ email updates

**Cell P:** Add Provider office phone number

**Cell V:** Add provider + 2 staff first name

**Cell W:** Add provider + 2 staff last name

**Cell X:** Add provider + 2 staff email address \*Note: this email **must** be checked for CPC+ email updates

**Cell Y:** Add provider + 2 staff phone number

**[Highlighted cells already filled out on form]**

**Cell AF:** Steve

**Cell AG:** Newsom

**Cell AH:** Steve.Newsom@navvisandcompany.com

**Cell AI:** 636-536-9943

**Cell AK:** Navvis and Company

**Cell AL:** 15945 Clayton Road

**Cell AM:** Suite 360

**Cell AO:** Ballwin

**Cell AP:** MO

**Cell AQ:** 63011

**Cell AS:** CCW/VDRC

**Cell AU:** nc4f

**Cell BL:** Add Practice street address

**Cell BO:** Add Practice city address

**Cell BQ:** Add Practice zip code address

**Cell BS:** Add Provider first name

**Cell BT:** Add Provider last name