

How do I unlink from my organization?



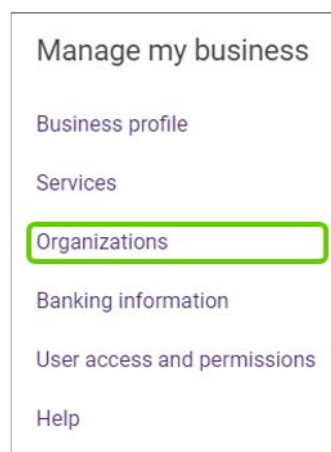
This document applies to you if you are a head office no longer working with an organization with which you were previously linked.

It is important to unlink when you terminate relationships with organizations as this will ensure billing accuracy. You can unlink from an organization from the provider portal by following the steps below. You will not be able to submit bills on behalf of the organization for services performed after the date it was unlinked from your head office.

If you are an independent provider and wish to disassociate from your clinic, call TELUS PMG at 1-866-240-7492 or send your request by email to: provider.mgmt@telus.com.

Step 1: Access the Organizations link.

Login to the provider portal and select the menu button (☰) and then select the **Organizations** link.



Step 2: Select Unlink next to the organization you want to unlink.

Organizations

+

Add organization

Note: The status of pending requests can also be viewed from the 'Add organization' page.

Northside Chiro Unlink

Address
123 Main Street, Ottawa ON K2A 0E1 Canada

Contact number(s)
(office phone) 613-123-4567 ext. 201
(office fax) 613-123-4567

Medical centre

Services
WSIB, Direct deposit

Step 3: Select OK.

Unlink from organization

If you continue, your relationship to the following organization will be removed immediately.

Northside Chiro
123 Main Street, Ottawa






OKCancel

Learn more

To access the complete Organizations User Guide, select the menu button() → **Help** → **Organizations**.

Help

The following user guides provide an overview of each section of this application.

-  [Business profile](#)
-  [Services](#)
-  [Organizations](#)
-  [Banking information](#)
-  [User access and permissions](#)