

How do I unlink from my head office?



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

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

Step 1: Access the Head office link.

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

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Step 2: Select Unlink.

Head office ▾

If this is no longer the head office for this organization, click Unlink. It will be possible to link to a different head office after.

Head office details [Unlink](#)

Organization name
Johnson Group Chiropractors

Address
55 Yonge Street, Toronto, ON M5R 7H3
Canada

Contact
George Schneider
(office phone) 613-123-4567

Step 3: Select Unlink.

Your organization is immediately unlinked from the head office.

Unlink from head office

Unlinking from this head office will remove the relationship immediately. How would you like to proceed?

[Unlink](#) [Cancel](#)

Learn more

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

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