

Policyholder Services Member Guide

How to Remove a Provider

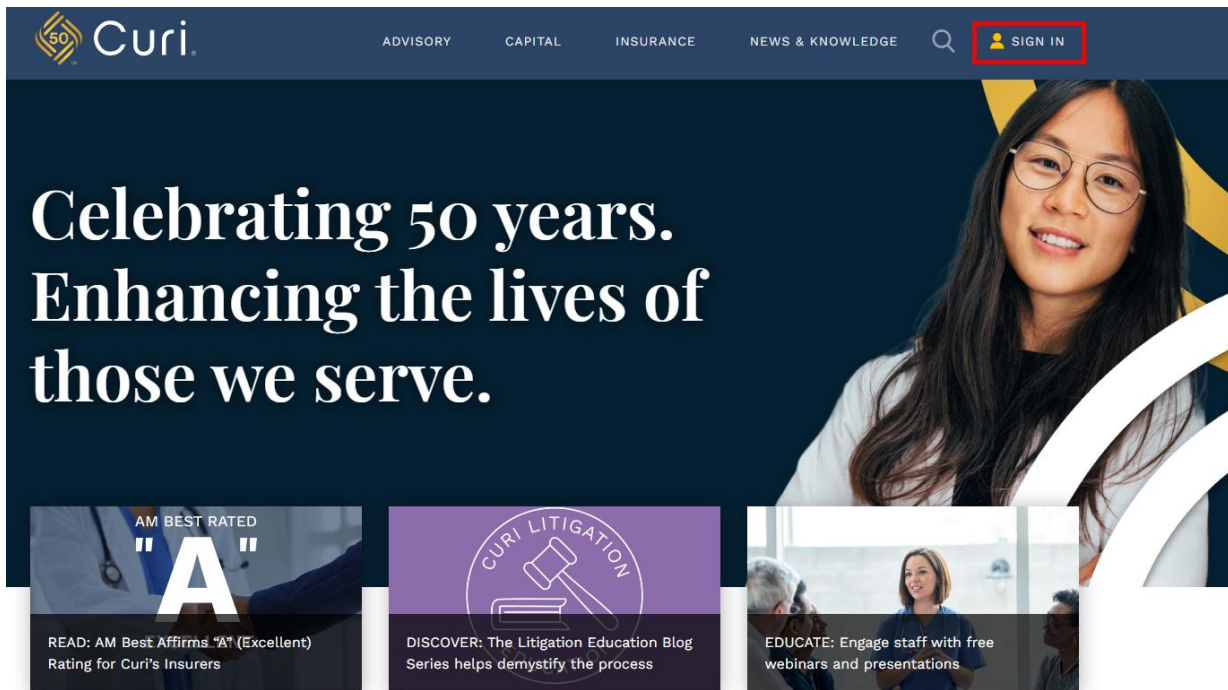
Policyholder Services (PHS) allows providers and authorized practice representatives to manage many aspects of their accounts online, including applications, certificates of insurance, and Legacy Fund balances.

For questions, contact your Curi representative.

Getting Started

Visit curi.com

Click [Sign In](#).



The screenshot shows the Curi website homepage. At the top left is the Curi logo with a '50' anniversary badge. The navigation menu includes 'ADVISORY', 'CAPITAL', 'INSURANCE', 'NEWS & KNOWLEDGE', and a 'SIGN IN' button highlighted with a red box. The main banner features a woman with glasses and the text: 'Celebrating 50 years. Enhancing the lives of those we serve.' Below the banner are three featured content blocks: 1. 'AM BEST RATED "A"' with a sub-headline 'READ: AM Best Affirms "A" (Excellent) Rating for Curi's Insurers'. 2. 'CURI LITIGATION' with a sub-headline 'DISCOVER: The Litigation Education Blog Series helps demystify the process'. 3. 'EDUCATE: Engage staff with free webinars and presentations'.

Once logged in, you will be directed to the [All Curi Resources](#) page. Click on the Policyholder Services chicklet under the Policy Management section to access your account information. Please note this is where you can access risk resources, report a claim, find CME webinars, and other member benefits.



Your membership with Curi means you have access to key tools and resources that we provide. Click any of the following items to access the most important resources for you and your practice.

POLICY MANAGEMENT ^

Policyholder Services (PHS)

Manage policy information, access policy documents, generate COIs, view invoices, and more.

MyAccount

Manage policy information, access policy documents, generate COIs, view invoices, and more.

Pay Insurance Premium

Curi provides an online payment portal that can be used for one time or recurring payments.

Underwriting Applications and

Home/Policy Screen

Select the **Policy** link to access your account information, where you may do the following:

- Add/delete providers
- Add locum tenens
- Generate COIs
- Change address/contact information
- Change/update email address
- Reset providers' passwords
- View policy details
- Access insured providers tab
- Access billing tab
- Access activity tab
- Manage users

← Back

PHS Policyholder Services

Sign Out

Test Environment

Welcome to PHS

Access policy information, add a provider, find resources, see balances, and more. Everything you need to keep your practice running smoothly is right here for you.

Click the policy link in the left navigation to view your policy.

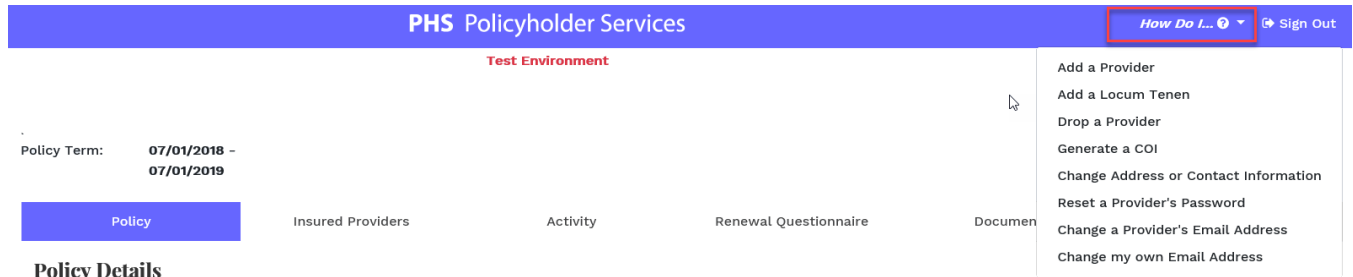
50THX

50 Forward. One THX. Learn more about how we're celebrating you and sharing our appreciation. →

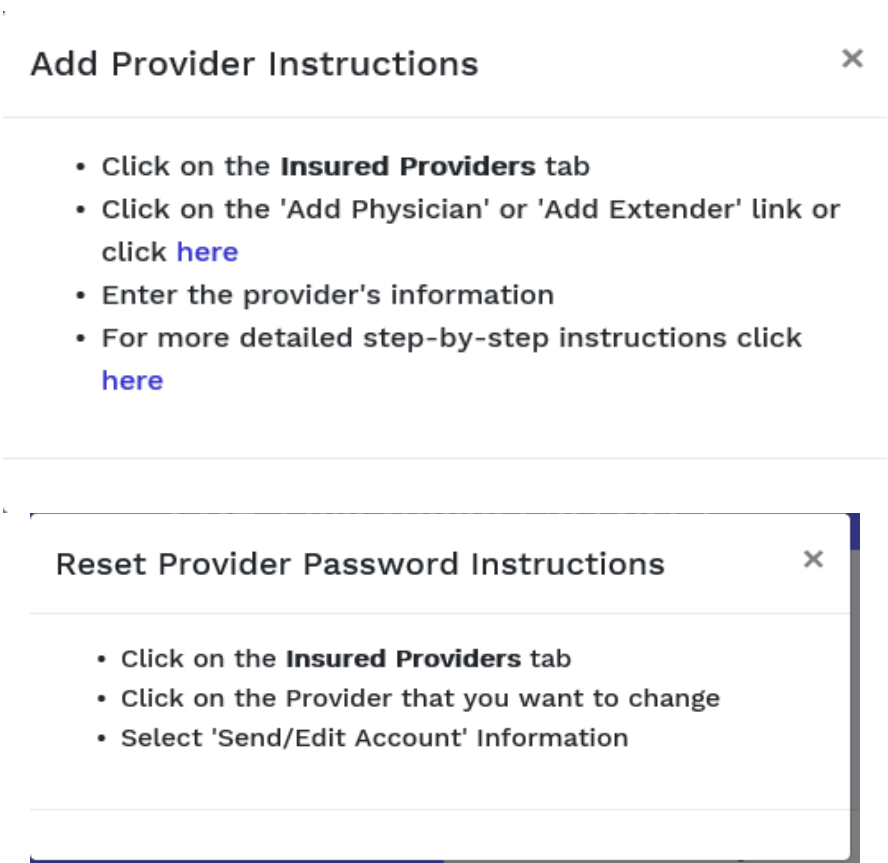
Select the 'Policy' link to access your account information

How Do I...

The “**How Do I...**” drop down button provides instructions on what you can process through PHS. For example: add a provider, drop a provider, or generate a COI.



Click on an item to view brief instructions. Click on the link within the summary for more detailed instructions, if applicable.



Drop a Provider

Click on the **Insured Providers** tab.

Click on the provider that you wish to remove from the policy.

Upon completion of form select **Drop Provider**.

Extended reporting offer letters and endorsements will be mailed by certified mail to the practice and copies will be mailed to the provider.

Drop Provider ×

Performing this online function does not bind coverage. After review, you will receive a notification regarding this change. Please press 'Drop Provider' to confirm this request, or cancel.

Test, Pat CRNA
700 Spring Forest Rd
Raleigh, NC 27609

Desired Effective Date: 12:01 AM

Date Last Worked:

Forwarding Address

Address Type: Office Home

Address Line 1:

Address Line 2:

City:

State:

Zip:

Name of New Employer:

Reason for Leaving:

Comments:

Drop Provider Cancel

Request Received will show as confirmation and **Pending Delete** will be written in red font.

The request will automatically be delivered to Underwriting for processing.

Once request has been processed, effective dates will be listed in red under the **Physicians** tab.

Request Received			
Test, Pat CRNA [Pending Delete]	11/13/2019 - 12/01/2019	11/13/2019	1M/3M