

# ATR Staff List

**Instructions:** Provide information below for each staff person who either provides ATR services for your agency (for whom billing will be attached to for service delivery) or who requires access to the ATR VMS system for billing and data entry. For Residential agencies, only include case managers and/or therapeutic staff. Choose save as from the file menu to create additional staff lists.

Last Name   Check here if the staff person's role in the agency is billing and/or administrative.  Check if this staff person requires a logon ID and password to the ATR VMS.

First Name   Check here if the staff person's role in the agency is clinical (providing services).

Initial

email   Check if staff is a Manager. If not provide Manager's name. Manager's Name

Gender  License Type (if applicable)  License Number  Exp. Date

list those facilities this individual provides services

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First Name   Check here if the staff person's role in the agency is clinical (providing services).

Initial

email   Check if staff is a Manager. If not provide Manager's name. Manager's Name

Gender  License Type (if applicable)  License Number  Exp. Date

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