Creating a Professional Contact on the Fly

If a professional contact has not been added to CareRight then you can add them as you add the referral. This is done by clicking the New Contact button on the Add referral screen (this assumes that you have completed steps 1-5 in section Add a Medical Referral).

1. From New Medical Referral Screen (Referral In).

2. Click **New Contact**.

3. Click **Professional Contacts**.

4. Search for the contact to ensure they are not already in the system - if they are present, you may need to add a provider number for them, if so skip onto the next section.

5. Click **New**.

6. Fill in the fields including provider number (For more details on adding a Professional contact see section New Professional Contact).

7. Click **Update Practitioner**.

   a. Once they have been added, you will be taken back to the Add Referral screen and can continue from step 6 in section Add a Medical Referral.