

Professional Contacts Overview

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CareRight allows you to store details of:

- Any referring practitioner.
- Professional contacts for correspondence such as the patient's GP
- Practice details for a professional contact.

These contacts can then be used in the following areas of CareRight:

- Referrals (Medical Referrals require a provider number to be present on the contact record).
- Letter correspondence.

Professional Contacts is split into three sections

- **Contacts:** A medical professional external to your organisation. This may be the Patients General Practitioner or another Medical Specialist treating the Patient.
- **Inactive Contacts:** These are the list of contacts which have been made inactive - see making a Professional Contact inactive
- **Practices:** The medical practice a professional contact works at.

- See [Contacts](#), [Inactive Contacts](#) and [Practices](#) for more information.

Accessing Professional Contacts

From CareRight Dashboard:

1. Click **Professional Contacts**.
 - a. The screen will default to the 'Contacts' view.
 2. The following fields display for a contact:
 - a. First Name
 - b. Last Name
 - c. Category
 - d. Provider Number
 - e. City
 - f. Postcode
 3. From this screen you can:
 - a. Add a new Professional Contact.
 - b. Show (review/edit) existing contact.
 - c. Search Contacts - (Note: to search the Inactive contacts you will need to select the Inactive contacts tab in the banner).
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