

Contacts, Inactive Contacts and Practices

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CONTACTS

The Contacts Tab (in the banner) within Professional Contacts gives a summary of all contacts in CareRight. You can also search contacts by surname and city. Filtered results will be displayed.

A brief description of each of the fields displayed is below.

Field Name	Description	Examples
First Name	The professional contact's first name	Alan
Last Name	The professional contact's last name	Jones
Category	The professional contact's professional category	GP
Provider Number	The professional contact's provider number	2111211W
City	Their city	Adelaide
Postcode	Their postcode	5000

INACTIVE CONTACTS

Any inactivated contacts will be listed here.

To inactivate a contact,

1. Click Show
2. In the session Administration, Check the **Inactive** checkbox.

Practice

Bowen Hills Medical - 112 Bowen bridge Road Bowen Hills QLD 4006

Administration

☐ Inactive

Notes

Edit on 23/04/2015

Secure Messaging

Notes can be added in this session if needed.

PRACTICES

The Practices tab within Professional Contacts gives a summary of all practices in CareRight. A contact can be linked to a practice and any correspondence sent to them will use the practice addresses.

You can also search practices by name and city. Filtered results will be displayed.

A brief description of each of the fields displayed is below.

Field Name	Description	Examples
Name	The practice name	Clintel Health Centre
Address	The practice address	2 Flinders street
City	The practice city	Adelaide
Postcode	The practice postcode	5000
