

# Managing Professional Contacts

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CareRight allows you to store details of:

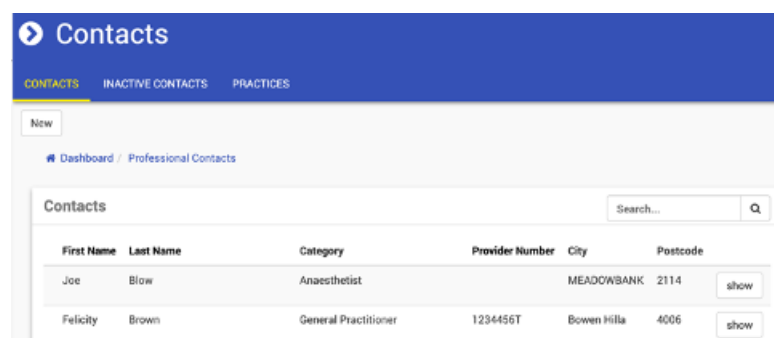
- Any referring practitioner.
- Professional contacts for correspondence such as the patient's GP
- Practice details for a professional contact.

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.

## Accessing Professional Contacts

1. From the dashboard Click Professional Contacts
2. The screen will default to the 'Contacts' view
  - The banner has options for viewing Contacts, Inactive Contacts and Practices
3. From this screen you can
  - Add a new Professional Contact.
  - Show (review/edit) existing contact.
  - Search Contacts - (Note: to search the Inactive contacts you will need to select the Inactive contacts tab in the banner).



## Add a new Professional Contact

1. From the dashboard Click Professional Contacts

2. Perform a search for the Professional Contacts.
3. If the Professional Contacts is not already in CareRight Click New
4. Complete the fields
5. Click Create Professional Contact

**Contacts**

CONTACTS PRACTICE CONTACTS PRACTICES

Dashboard / Professional Contacts

**Contact Details**

Title

First Name

Last Name

Professional Name for Display

Category

Phone

Fax

Email

Provider Number

NPI

NPIA Registration Number

**Address**

Practice

Address

City

Province

State

**Administration**

☐ Inactive

NPIA

**Secure Messaging**

Email-Usable Messaging

EM

NLEMO

Create Professional Contact Cancel

## Add a new Practice

1. From the dashboard Click Professional Contacts
2. On the banner click Practices
3. Perform a search for the Practices
4. If the Practice is not already in CareRight Click New
5. Complete the fields
6. Click Create Professional Practice

Practices

CONTACTS   INACTIVE CONTACTS   **PRACTICES**

Dashboard / Professional Contacts

Practice

Name

Phone

Fax

HPI-D

Address

Address

City

Postcode

State

Administration

Notes

Create Professional practice   Cancel

## Edit a Practice

1. From the dashboard Click Professional Contacts
2. On the banner click Practices
3. Perform a search or scroll the list of Professional Contacts.
4. To view the Professional Contacts details click Show
5. To update details click Edit
6. Click Create Professional Practice

Practices

CONTACTS   INACTIVE CONTACTS   **PRACTICES**

Edit

Dashboard / Professional Contacts

Practice

Name

Wimmera Medical Centre

Phone

08 8203 0550

Fax

HPI-0

Address

Address

31 flinders street

City

Kent town

Postcode

5067

State

SA South Australia

Professional Contacts at this Practice

Title

First Name

Last Name

Administration

Notes

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