

Location - Overview

Last Modified on 08/10/2021 11:06 am ACDT

Overview

Locations in CareRight are managed via the Locations tab. Patients are assigned to a location (facility) when they are first created in CareRight. Locations are also used for admission and billing purposes.

Locations can be physical locations for example Clintel Clinic, Head Office, Clintel Rehab Hospital. Locations are central to CareRight and thought should be given to how you want them set up.

Initial Setup

Your System Administrator will have access to add or modify your permissions for Locations. See the System Administration Guide: [Location Initial Set Up](#).

Permissions

Only users with the rights to see the location can see the patients within that location. See the System Administration Guide: [Allocating Staff to Location](#)

Edit Location Details

If you have permission to edit the Location details, see the System Administration Guide: [Locations](#)

Delete a Location

We strongly recommend that you do not delete a Location as historical data will be compromised. You can archive a Location.

Service Location

It is mandatory to have at least one service location for Invoicing and billing purpose. See [Service Location](#) for more information

Correspondence

If you plan to send SMS and/or Email to Patients, then fill in these fields.

Field	Description	Examples
Email From	What email address should messages from this location appear from? CareRight does not support the receiving of email replies. So, this can be a no-reply email address or replies can be routed to a specific email inbox.	noreply@clintel.com.au info@clintel.com.au
SMS From	Who should SMS messages sent from this location appear from? Please Note: Location must be selected if there are workflow associated with Assessments/Form. For example: Assessments > to send Recalls > SMS is	Clintel Rehab Clintel Clinic

sent to clients when an assessment is completed.	
--	--
