

Manage Professional Contacts

Last Modified on 12/02/2024 1:25 pm ACDT

New Professional Contact

You can create a new professional contact by following these steps:

From CareRight Dashboard:

1. Click **Professional Contacts**.
2. We would advise doing a search for the contact first to ensure they don't already exist
3. If they don't exist, select **New** button
4. Fill in the fields below using the table below for reference.
5. Click **Create Professional Contact**

Field Name	Description	Examples
Details		
Title	The professional contact's first title	Dr
First Name	The professional contact's first name	Alan Marcus
Last Name	The professional contact's last name	Jones
Preferred Name for Stationery	This name appears in brackets after the contacts name when selecting them to receive letter correspondence	Alan
Category	The professional contact's professional category	GP
Phone	Their phone number	
Fax	Their fax number	
Email		
Provider Number	Their provider number. This MUST be entered if they are providing Medical Referrals for purposes of billing. If there is no provider number entered then they will not appear in the drop down list on the New Medicals Referrals screen.	2111211W
HPI-I		

Field Name	Description	Examples
AHPRA Registration Number		
Address		
Practice	You can link the contact to a practice and any correspondence will use the practice address. If you choose a practice, the address fields below will not be relevant.	Clintel Health Centre
Address	The contact's address for correspondence	
City	Their city	
Postcode	Their post code	
State	Their state	
Administration		
Inactive (check box)	This flag indicates if the contact is active or not	No/unchecked/false
Linked to Staff Member		
Notes	Any administrative notes	
Secure Messaging		
Medical-Objects Routing ID		
EDI		
NZMC		

The screenshot shows the 'Contacts' section of a software interface. At the top, there's a blue header with a back arrow and the word 'Contacts'. Below it, a navigation bar has three tabs: 'CONTACTS' (highlighted in yellow), 'INACTIVE CONTACTS', and 'PRACTICES'. Under the 'CONTACTS' tab, there's a 'New' button with a hand cursor icon. Below the button, a breadcrumb trail reads 'Dashboard / Professional Contacts'. An arrow points down to a 'Contact Details' form. The form has several fields: 'Title' (Mr), 'First Name' (Kelly), 'Last Name' (Hrudey), 'Preferred Name for Stationery' (Kelly Hrudey Esq.), 'Category' (Non Medical), and 'Phone' (+65.854.5480.5211). At the bottom of the form, there's a modal box with two buttons: 'Create Professional contact' (highlighted in blue) and 'Cancel'. A hand cursor is pointing at the 'Create Professional contact' button.

Editing a Professional Contact, adding a Provider Number or matching to an HPI-I

You can edit a professional contact by following these steps.

From CareRight Dashboard:

1. Select **Professional Contacts** from the menu.
2. Search for the contact.
3. Click **Show** for the relevant contact.
 - a. The Professional Contact details will display.
4. Click **Edit**.
5. Update any fields (see section New Professional Contact for an explanation of available fields).
6. Click **Update Professional Contact**

Adding Provider Numbers

See [Add a Provider Number to a Professional Contact](#) .

HPI-I Search

See [My Health Record & Health Identifiers Service Integration](#) .

This feature allows you to match a Professional Contact to a [Health Provider Identifier](#).

Contacts

CONTACTS INACTIVE CONTACTS PRACTICES

Edit HPI-I Search

[Dashboard](#) / [Professional Contacts](#)

Contact Details

Title	Captain
First Name	UC.131
Last Name	Not Real
Preferred Name for Stationery	UC.131
Category	Anaesthetist
Phone	
Fax	
Email	
Provider Number	
HPI-I	
AHPRA Registration Number	

Search for Healthcare Provider Identifier (HPI-I)

Search Type * AHPRA Registration Number

AHPRA Registration Number * 124564T

Family Name * Example

Search