Manage Professional Contacts

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New Professional Contact

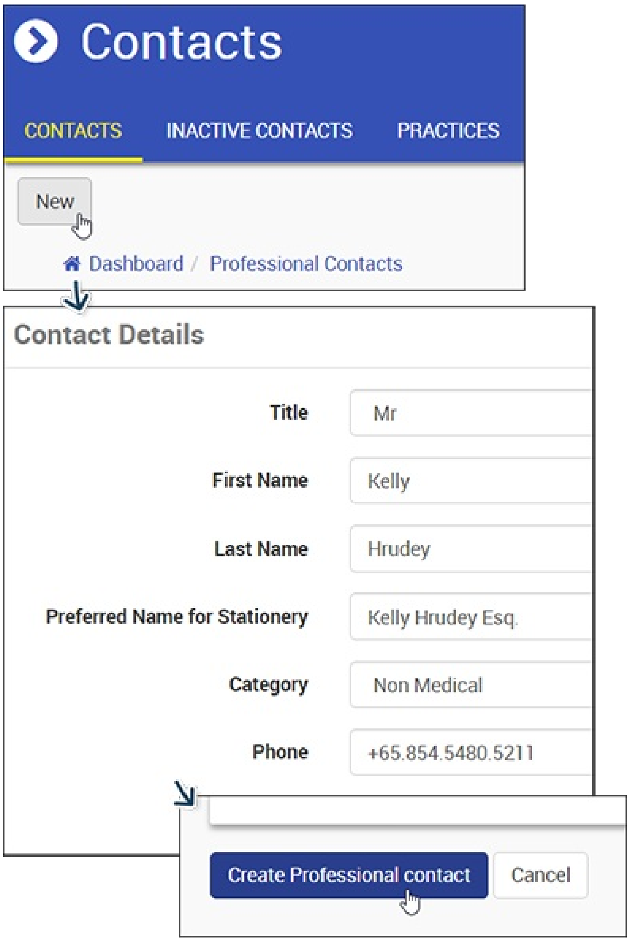
You can create a new professional contact by following these steps:

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		



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**.

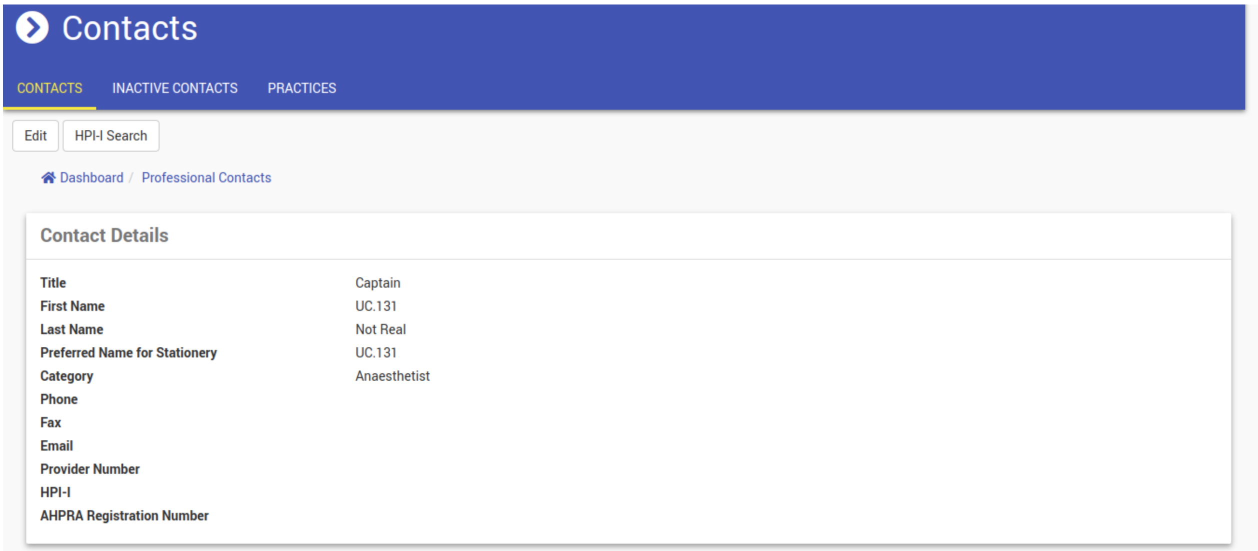
Adding Provider Numbers

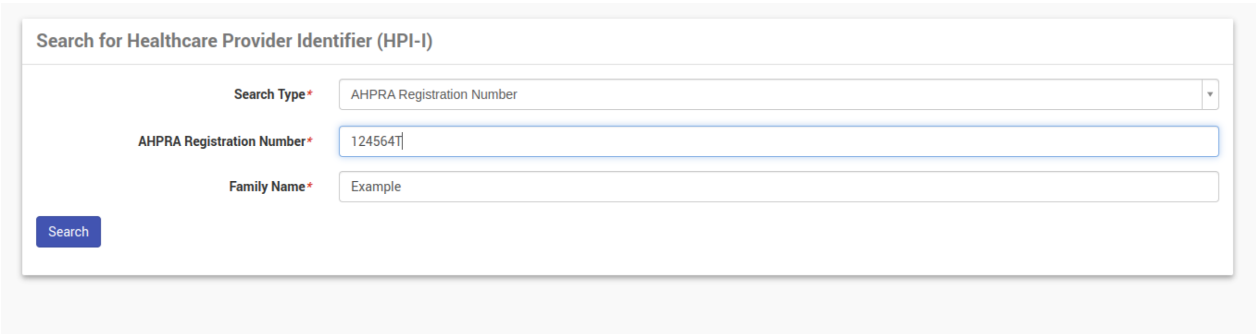
See Add a Provider Number to a Professional Contact .

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