Location - Overview

Overview

Tip: If you are configuring locations and using Medicare, either set up a PRODA account or find a form to update your details with Services Australia at this point.

Locations are central to CareRight and thought should be given to how you want them set up.

Determining the Location setup is an important foundation that the rest of the CareRight configuration flows from. The considerations are:

- Physical locations (e.g. different physical addresses)

- Hospitals

- Appointments & Correspondence

- User Permissions

- Billing, Medicare & Banking

- Business Units

Locations can be physical locations for example Clintel Clinic, Head Office, Clintel Rehab Hospital.

As a System Administrator, it is your responsibility to create and maintain the Locations in CareRight.

Notice for accessing the location

1. Medicare Registration is complete - Please contact Medicare Australia eBusiness Service Centre on 1800 700 199.
2. Contact Clintel Systems Support Helpdesk on (08) 8203 0500 or via Redmine.
3. Make sure when you create a new location, there are no other names already existed.

If you want to **add a location**, please refer here

If you want to see **location details**, please refer here

If you want to **check and update location** status, please refer here

If you want to **add a room and a bed** to a location, please refer here

If you want to **archive a location**, please refer here

If you want to **update a location**, please refer here

If you want to **allocate a staff** a location, please refer here