

## Location - Overview

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## 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.

Locations

CURRENT

ARCHIVED

New Location

Dashboard

Administration

Locations

Locations

Search...

Name	Description	Phone	Address	
<a href="#">Banksia Park</a>	Banksia Park Clinic	8456 9012	548 Hancock Road Banksia Park SA 5091	<div>Allocated Staff</div>
<a href="#">default</a>	Default			<div>Allocated Staff</div>
<a href="#">Melbourne</a>	Melbourne		333 Collins Street Melbourne VIC 3000	<div>Allocated Staff</div>
<a href="#">Perth</a>	Perth		PERTH WA 6000	<div>Allocated Staff</div>
<a href="#">Sydney</a>	Sydney		123 Martin Place Sydney NSW 2000	<div>Allocated Staff</div>
<a href="#">Test</a>	Test		3 Second Ave STEPPEs TAS 7030	<div>Allocated Staff</div>

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](#)

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