FEBRUARY 17, 2025

## ADDING CLINIC LOCATION INFORMATION

**CENTRAL INTAKE** 



## **Adding Clinic Location Information**

The **Central Intake** solution requires clinic information (i.e., address, phone number, etc.) to be included within the solution for the **Central Intake** team to understand where the referrals are coming from as many primary care providers work out of multiple locations.

To ensure that the information is up-to-date and accurate, the Central Intake solution will prompt you to enter the information for your specific location.

1. When you enter the **Central Intake** solution for the first time, the following screen will be displayed. You <u>must</u> enter at least one location before you can proceed to Central Intake to enter your referral. Click the Add Location button.

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After entering one of	or more clini	c locations	s, click the Continu	e to Central Intake bu	tton.					
vider Locations										
Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
					HU KABANS.					Add Location

- 2. At a minimum, you must enter all the required fields (have a red asterisk \*):
  - Location Name
  - Phone
  - Fax
  - Address Line 1
  - Municipality

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3. Click **Save**. The location information entered will be listed. You have the option to enter the location information for all the clinics you work out of.

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	Nevin's Clinic	7091234567	7095551212	51 New Steet	Addr. Line 2	St. John's	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
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4. Once all locations have been entered, you can proceed to Central Intake to enter the referral by clicking **Continue to Central Intake**.

Referring Provide	r Details						
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Location							
Nevin's Clinic	×						
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7091234567	7095551212	51 New Steet	Address line 2	St. John's	Province / State	Country	
Postal / Zip Code	Email						
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 As you are entering the referral, the Referring Provider Details section will include the location information you entered. You have the option to manage your location information directly within the referral using the Manage Locations button. If clicked, a Providers Location pop up is displayed that allows you to edit an existing location's information or to add a new location (click Add Location).

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6. When you enter multiple locations, you have the **option to identify your primary or default location**. All referrals entered will automatically default to this location, but you will have the option to select one of your other locations when completing the referral.

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipalit	Province / State	Country	Postal / Zip Code	Email Addr.	
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Location										
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7. From the referral, you can click the Location drop-down and select the appropriate location.

Referring Provider	
Nevin NursePractitioner	$\times \sim$
Location	
Nevin's Clinic	×
Nevin's Clinic	-
Nevin's Other clinc	

8. Once the Referring Provider Details section is complete, continue to enter the details related to the referral. Save and submit the referral upon completion.

