

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 **must** enter at least one location before you can proceed to Central Intake to enter your referral. Click the **Add Location** button.

Hello Nevin NursePractitioner

- Central Intake has no clinic locations recorded for you.
- Please add at least one clinic location.
- You can add more than one clinic if you work at multiple locations.
- After entering one or more clinic locations, click the Continue to Central Intake button.

Provider Locations

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
No locations.										

Add Location

Continue to Central Intake

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

Hello Nevin NursePractitioner

- Central Intake has no clinic locations recorded for you.
- Please add at least one clinic location.
- You can add more than one clinic if you work at multiple locations.
- After entering one or more clinic locations, click the Continue to Central Intake button.

Provider Locations

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
No locations.										

Add Location

Location

* Location Name * Phone * Fax * Address Line 1 Address Line 2 * Municipality

Province / State Country Postal / Zip Code Email Default Location

Save


Continue to Central Intake

- 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.

Hello Nevin NursePractitioner

- Central Intake has no clinic locations recorded for you.
- Please add at least one clinic location.
- You can add more than one clinic if you work at multiple locations.
- After entering one or more clinic locations, click the Continue to Central Intake button.

Provider Locations

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
Nevin's Clinic	7091234567	7095551212	51 New Steet		St. John's					

[Add Location](#)

[Continue to Central Intake](#)

- Once all locations have been entered, you can proceed to Central Intake to enter the referral by clicking **Continue to Central Intake**.

Referring Provider Details

Referring Provider: Nevin NursePractitioner [Manage Locations](#)

Location: Nevin's Clinic

Phone: 7091234567 Fax: 7095551212 Address line 1: 51 New Steet Address line 2: City / Municipality: St. John's Province / State: Country: Postal / Zip Code: Email:

- 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**).

Referring Provider Details

Referring Provider: Nevin NursePractitioner [Manage Locations](#)


Location: Nevin's Clinic

Phone: 7091234567 Fax: 7095551212 Address line 1: 51 New Steet Address line 2: City / Municipality: St. John's Province / State: Country: Postal / Zip Code: Email:

myOpenHealth Patient: BROOKS, VESTA_TPCHI - 189560889670 Referral Type: Ophthalmology Referral: cl-0000641 Status: Draft referral

Central Intake - Referral

Provider Locations

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
Nevin's Clinic	7091234567	7095551212	51 New Steet		St. John's					

- 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.

The screenshot displays the 'Provider Locations' management interface. At the top, there is a table listing existing locations:

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
Nevin's Clinic	7091234567	7095551212	51 New Steet		St. John's					

Below the table is a form to add a new location. The form fields are:

- Location Name: Nevin's Other clinic
- Phone: 9021234567
- Fax: 9021237777
- Address Line 1: 22 old street
- Address Line 2: (empty)
- Municipality: halifax
- Province / State: (dropdown)
- Country: (dropdown)
- Postal / Zip Code: (dropdown)
- Email: (empty)

The 'Save' button is circled in red. An arrow points to the 'Default Location' checkbox, which is currently unchecked.

At the bottom, the updated 'Provider Locations' table is shown:

Location Name	Phone	Fax	Addr. Line 1	Addr. Line 2	City / Municipality	Province / State	Country	Postal / Zip Code	Email Addr.	Actions
Nevin's Clinic	7091234567	7095551212	51 New Steet		St. John's					
Nevin's Other clinic	9021234567	9021237777	22 old street		halifax					

- From the referral, you can click the Location drop-down and select the appropriate location.

The screenshot shows the 'Referring Provider Details' section. The 'Referring Provider' is set to 'Nevin NursePractitioner'. The 'Location' dropdown menu is open, showing 'Nevin's Clinic' selected and 'Nevin's Other clinic' as an option. An arrow points to the dropdown menu.

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