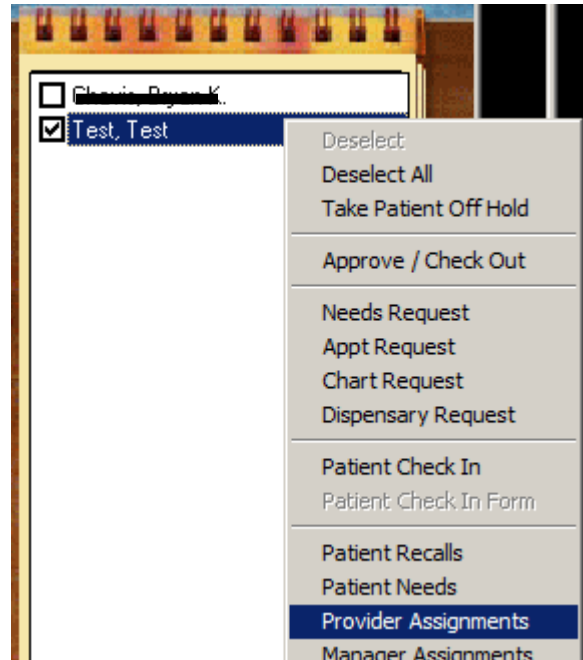



Adding Providers (revised 5/09)

1. Select patient.
2. Right mouse click on patient name in Notepad.
3. Select *Provider Assignments*.



4. Enter provider number in Provider box.
5. Make sure *End Date* is sufficiently distant.
6. Click on  and name will appear in the bottom window
7. Click on X to save and exit.

The 'Provider Assignments' dialog box is shown. It has a toolbar with icons for adding, deleting, and saving. The 'Providers' section includes fields for 'Patient' (Test, Test), 'Provider' (RP0024), 'Start Date' (07/13/2007), and 'End Date' (05/30/2008). There is also a checkbox for 'Is Primary'. The 'Restricted Assignment' section has a checkbox for 'Restricted Tx' and a 'Discipline' dropdown. A 'Note' field is at the bottom. A table at the bottom shows the current assignments:

Provider #	Name	Start	End	Primary
RP0024	West, Daniel	07/12/2007	05/30/2008	
SDSTUD	Test, Student	06/10/2007	07/31/2007	

Provider name will appear in the Rolodex patient window.