

Assigning Referral and Family Providers

Assigning a Referral Provider

1. Browse for patient and make active
2. Click on the Browse button next to the Referral under the Providers section of the Patient Address view
3. Select the Referral Provider
 - a. If the Referral Provider is not listed, you can add the Referral Provider's Last and First Name in the appropriate fields located on the bottom of this window and click Add New
 - b. Enter the New Referral Provider's UPIN, Phone, Address City, State and Zip Code
4. Click Apply
 - a. There is no need to click Save. ODPro will automatically save changes to the Referral Provider
5. Click Close

Assigning a Family Provider

1. Browse for patient and make active
2. Click on the Browse button next to the Family under the Providers section of the Patient Address view
3. Select the Family Provider
 - a. If the Family Provider is not listed, you can add the Family Provider's Last and First Name in the appropriate fields located on the bottom of this window and click Add New
 - b. Enter the New Family Provider's UPIN, Phone, Address City, State and Zip Code
4. Click Apply
 - a. There is no need to click Save. ODPro will automatically save changes to the Family Provider
5. Click Close

OD Professional lists both the Referral and Family Providers on the same database list. To distinguish the Referral Provider from the Family Provider, use the Initial GP after the Doctors Name to denote General Practitioners versus Referral Providers, specializing in a specific field of study or work.