
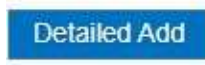


## Adding an Organization without a Specific Provider

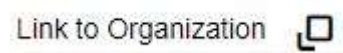
1. Open chart of client
2. Click on Demographics within top ribbon
3. Scroll to “Link to Ext Prov.” And click on it.



4. Click on the add button  located on the top left of the pop out screen.
5. Type a few letters of the organization you are searching for in the “Search Provider Name” box.  
For example, if you are looking for ‘May Grant Associates’, type ‘May’.
  - a. If ‘May Grant Associates’ appears as an option. Select it and then hit the OK button at the bottom of the screen. You are done.
  - b. If it does not.
    - i. Scroll down and click on Detailed Add




- ii. In the pop-up screen find Link to Organization.



- iii. Search for Organization by name. Again, by using just a few letters.
  1. If ‘May Grant Associates’ appears as an option.
    - a. Select it and then hit the OK button at the bottom of the screen.
    - b. Then add the name of the organization to the first and name section and select save.



Salutation - Select Saluta... ▼	*Last Name   Associates	*First Name Doctors May Grant	Gender --Select--
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- c. It will then be available to be selected not only for you but for future seekers of the organization.
    - d. Select it and then hit the OK button at the bottom of the screen.
  2. If ‘May Grant Associates’ does not appear as an option.
    - a. Click on the add button  located on the top right of the pop out screen.
    - b. Fill out the information as thoroughly as possible and save it.
    - c. Select the newly added organization and follow directions as mentioned above in “If ‘May Grant Associates’ appears as an option.”