

Add Provider

1. By default **Add Provider (1)** is open in **Provider Maintenance**. (See Figure 1-4)



Figure 1-4

2. **Equivalent / Subordinate Providers** associated with the active provider record are displayed. (See Figure 1-5)


The screenshot shows a table titled 'Equivalent / Subordinate Providers'. The table has columns: Provider ID, Provider Name, Type, Phone, Location, and Last Update. There are three rows of data. A blue circle with '1' points to the first row. A blue circle with '2' points to the 'Level 2' in the 'Type' column of the first row. A blue circle with '3' points to the 'Add Subordinate Provider' button at the bottom left. The text 'Showing 1-3 of 3' is at the bottom right.

Provider ID	Provider Name	Type	Phone	Location	Last Update
174	Bowman Systems Case Management Program	Level 2	(318) 213-8784	Shreveport, LA 71105	09/15/2008
137	Nye County HHS - Program X	Level 2	(318) 213-8784	Shreveport, LA 71105	02/14/2008
138	Nye County HHS - Program Y	Level 2	(318) 213-8784	Shreveport, LA 71105	10/11/2007

Figure 1-5

Note: *Equivalent providers have the same "parent" record and equal levels. In Figure 1-5 the three listed providers are equivalent to each other as they have the same parent record and each is a Level 2 provider. Subordinate providers are assigned a lower level than the active provider. In Figure 1-5 the three listed providers are subordinate to the active provider.*

3. The following functionality is available in **Equivalent / Subordinate Providers**:

- a: Click the **Red X** icon  to delete a provider from the database. A delete confirmation screen will be presented.
- b: Click the **Provider ID (1)** or the **Provider Name (2)** to move to the selected provider.
- c: Click **Add Subordinate Provider** to add a new provider to the database. **(3)** The **Add Provider** screen will display. (See Figure 1-6)

The screenshot shows the 'Add Provider' form. It has a 'Name *' text input field. Below it is a 'Sections' section with five checkboxes: 'Provider Profile', 'Visibility', 'Services', 'Configuration', and 'Assessments'. At the bottom are buttons: 'Back', 'Select All', 'Clear Selected', and 'Submit'. Annotations: a blue circle with '1' points to the 'Name *' field; a blue circle with '2' points to the 'Provider Profile' checkbox; a blue circle with '3' points to the 'Services' checkbox; a blue circle with '4' points to the 'Back' button; a blue circle with '5' points to the 'Select All' button; a blue circle with '6' points to the 'Submit' button.

Figure 1-6

4. The following functions are available on **Add Provider**:

- a: Enter a provider **Name. (1)**

- b: Check the available boxes to inform *ServicePoint* of the areas of the active provider to be copied into the new provider. **(2)**
- c: Click the **Arrow** icons to expand the copy choices (this will permit the user to select smaller portions of an area.) **(3)**
- d: Click **Select All** to check all boxes. **(4)** Click **Clear Selected** to reset the check boxes. **(5)**
- e: Click **Submit** to initiate the add function. **(6)** When the add function finishes the user will return to **Equivalent / Subordinate Providers** and the newly added provider will be visible.
- f: Click **Back** to exit **Add Provider** without creating a new provider (if clicked before submitting). **(7)**