Add Provider

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

   ![Figure 1-4](image)

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

   ![Figure 1-5](image)

   **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)

   ![Figure 1-6](image)

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)