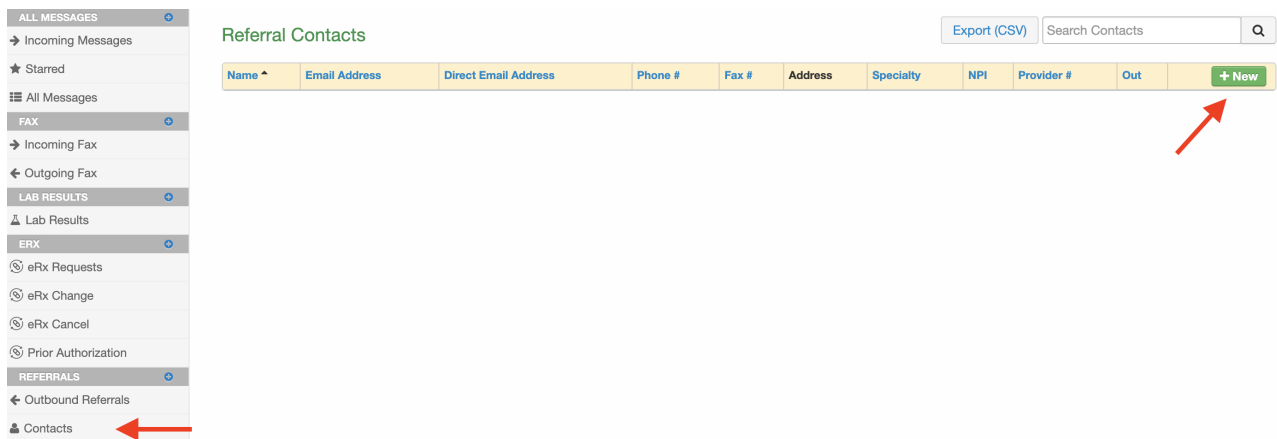


How can I add a referring doctor to my contacts?

07/08/2024 7:45 pm EDT

Adding contacts to your account is important for outbound and incoming referrals because you can only send outbound referrals to those providers listed in your contacts. We recommend that you add your most common referral contacts to your list early on in your setup.

1. Open up the Message Center by clicking the envelope icon on your toolbar. On the left side of the screen, select **Contacts**, and then click **+ New**.



2. On the **New Referral Contact**, screen, enter any information about the provider and select **New Contact** to save.

New Contact X

First Name	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Last Name	<input type="text" value="Last Name"/>
Salutation	<input type="text" value="-----"/>
Suffix	<input type="text" value="e.g. I, II, III, IV, Jr, Sr"/>
Organization	<input type="text" value="Organization"/>
Direct Email Address	<input type="text" value="For Direct Message"/>
Phone #	<input type="text" value="XXX-XXX-XXXX"/>
Fax #	<input type="text" value="XXX-XXX-XXXX"/>
Street Address	<input type="text"/>

Click [here](#) to jump to your referral contacts

