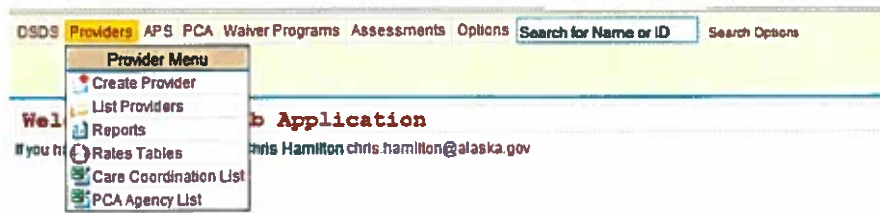


## Procedure to Add a New Care Coordinator

1. While logged into DS3 pull down the Provider Menu and click on Create Provider



2. Add the person's Name and Region

Two side-by-side screenshots of the 'Create Provider' form. The left screenshot shows the form with the 'Create as Organization' tab selected. The right screenshot shows the form with the 'Person' tab selected. Both forms have fields for Last, First, Middle, and Suffix names, Active status (Yes/No), DSDS ID, Provider ID, Region (a dropdown menu), Secondary Region, Business License, and Business License Expiration. The 'Person' tab on the right has a 'Region' dropdown menu with 'Anchorage' selected.

3. Save

This screenshot shows the 'Create Provider' form with the 'Person' tab selected. The form is filled out with the following information: Last: Smith, First: Katherine, Middle: D., Suffix: (empty), Active: Yes, DSDS ID: 03298, Provider ID: (empty), Region: Anchorage, Secondary Region: (empty), Business License: (empty), Business License Expiration: (empty). The 'Save' button is highlighted in red. Below the form, there are sections for 'Contact Information' (Physical Address, Mailing Address, Home, Cell, Email Address) and 'Additional Contact Information' (Fax, Add Home, Add Business, Add Email).