

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

This block contains two side-by-side screenshots of the 'Create Provider' form. Both forms show the same fields: Last, First, Middle, Suffix, Active (radio buttons for Yes/No), Bed Count, DSDS ID (with a note 'Generated after creation'), NPI, Provider ID, Region (dropdown), Secondary Region (dropdown), Business License, Bus. Lic. Expiration, and Notes. The left form has empty input fields, while the right form has 'Smith', 'Katherine', 'D.', and 'Anchorage' entered in the respective fields.

3. Save

This screenshot shows the 'Create Provider' form after the data has been saved. The form is now populated with the following information: Last: Smith, First: Katherine, Middle: D., Suffix: (empty), Active: No, Bed Count: (empty), DSDS ID: 83288, NPI: (empty), Provider ID: (empty), Region: Anchorage, Secondary Region: (empty), Business License: (empty), Bus. Lic. Expiration: (empty), and Notes: (empty). Below the main form, there is a 'Contact Information' section with fields for Physical Address, Mailing Address, Home, Business, Cell, Fax, and Email Address. At the bottom, there is an 'Additional Contact Information' section with fields for Name, Address, and Phone.