
















Partner Portal – Agencies Tab

In the Agencies tab you will see a list of any Hospitals or Primary Physicians that have been added to be selected when creating or changing Care Plans.

Agencies									 Filters	+ Create agency
Agency Name	Agency Type	First Address	Second Address	City	State	First Phone	Second Phone	Zip Code	Actions	
Kino Community Hospi...	Hospital	2800 East Ajo Way		Tucson	AZ	5202944471		85713		
Tucson Medical Center	Hospital	5301 East Grant Road		Tucson	AZ	5203275461		85712		
Northwest Hospital - T...	Hospital	6200 North La Cholla B...		Tucson	AZ	5207429000		85741		
St. Mary's Hospital	Hospital					5206225833				
Northwest Medical Cen...	Hospital					5207429000				
Sierra Vista Regional H...	Hospital					5204584641				
St Mary's Hospital	Hospital					5208723000				
EL Dorado	Hospital					5208866361				
St Joseph's Hospital - T...	Hospital	350 N Wilmet Rd		Tucson	AZ	5208733000		85711		
VA Medical Center - Tu...	Hospital					5207921450				
VA Hospital	Hospital					5207921450				
UMC	Hospital					5206940111				
St Mary's	Hospital					5208723000				
St Joseph's Medical Cen...	Hospital					5208733000				

The main tab will display all agencies that have been entered for your program. Clicking the *Filters* button will display the filter window

Filters

Agency Name

Agency Type

Select

City

Zip Code

First Phone *

Reset

Apply




You can filter by:

- Agency Name (Primary Physician or Hospital Name)
- Agency Type (Hospital or Primary Physician)
- City
- Zip Code
- First Phone (Primary Phone number)

The only required field for filtering is the Primary Phone number associated to the Hospital or Primary Physician

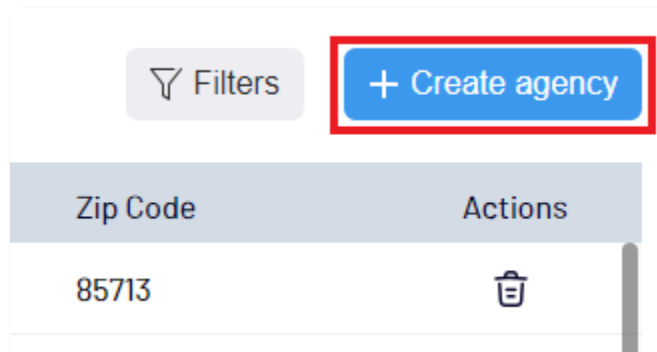
Deleting an existing Agency

Clicking the Trash Can next to an entry will delete the agency from the list. You will be prompted to confirm that you wish to delete the agency.

Second Phone	Zip Code	Actions
	85713	
	85712	
	85741	

Adding a new Agency

To add an agency, click the + *Create agency* button in the top right corner of the tab



The *Create agency* window will display

Create agency

Agency Name *

Hospital or Primary Physician Name

Agency Type *

Hospital

First Address

111 Lawrence St

Second Address

115 Lawrence St

City

Framingham

State

Massachusetts

Zip Code

01702

First Phone *

(508) 555-1234

Second Phone

(508) 555-5678

Close

Create

Enter the appropriate name, agency type, address, and phone numbers associated to the agency. Agency Name, Agency Type, and First Phone (Primary Phone) are the only required fields.

After the relevant information is populated, click *Create* to save the Agency. There will be a *Success* pop-up indicating the save went through. The agency will now be available to pick from when submitting a new care plan request or change request.