

# Contacts List Import - Data Migrations

07/24/2024 1:20 pm EDT

The [Contacts List](#), located in the Message Center, can be prepopulated with contact entries using a CSV file.

The fields below are accepted:

Column Name	Description	Format	Required
First Name	Contact's first name	text	Yes
Last Name	Contact's Last Name	text	Yes
Middle Name	Contact's Middle name	text	No
Full Name	Full first/last name, suffix, etc.	text	No
Npi	National Provider Identifier	numerical	No
Address	Contact Address	text	No
City	Contact's City	text	No
State	Contact's State	text	No
Zip Code	Contact's postal code	text	No
Direct Address	Direct Messaging Address for secure PHI transmission.  Note: Not an email address ( <a href="#">Learn more about Direct Messaging</a> )	direct-address/text	No
Email	Contact's email address	email/text	No
Fax Number	Contact's fax number	phone-number/text	No
Organization Name	Contact's company name	text	No
Phone Number	Contact's phone number	phone-number/text	No
Provider Number	Custom Identifier	text	No
Salutation	"Mr.", "Dr.", etc.	text	No
Specialty	Contact specialty, such as "Radiology", "Acupuncture", "Internal Medicine", etc.	text	No

Please use the template attached to this article to help structure your data.

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