How can I add a referring doctor to my contacts?

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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.

ALL MESSAGES ALL MESSAGES	Referral Contacts								Export (CSV) Search Contacts Q		
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REFERRALS O											
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2. On the New Referral Contact, screen, enter any information about the provider and select New Contact to save.

New Contact		Х
First Name	First Name]
Middle Name	Middle Name]
Last Name	Last Name]
Salutation	•]
Suffix	e.g. I, II, II, IV, Jr, Sr]
Organization	Organization	
Direct Email Address	For Direct Message	
Phone #	XXX-XXX-XXXX]
Fax #	XXX-XXX-XXXX]
Street Address		
New Contact		

Click here to jump to your referral contacts