How to Add a Provider

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If you are the Novari Administrator please follow the steps below to add a provider

1) Navigate to the "Administrator" module from the main page of the application

2) Click on "Application Settings"

3) Click on "Metadata Management Tool"

4) Click on "Provider"

5) Click on "Add Provider"

6) Fill in the form for the new provider

7) Scroll down to the bottom of the page and click "Submit"

8) *For Ontario Clients, if the provider is reporting to provincial wait times, select up to 3 WTIS Services by checking the checkboxes on the right-handed side of the page and enter the provider's CPSO ID under "Provider Mappings" for the WTIS interface

9) *For clients utilizing integration with external scheduling or case record system (Picis, Meditech, etc) please add the provider mnemonic (in the mappings section at the bottom of the page) as indicated in those external systems

- Provider mnemonic mapping values need to be unique

* Note: The provider record must be created first before the wait times information can be entered

For more information on managing users and groups, please refer to Novari ATC Administrator, Security and Administrative Reports User Guide.