

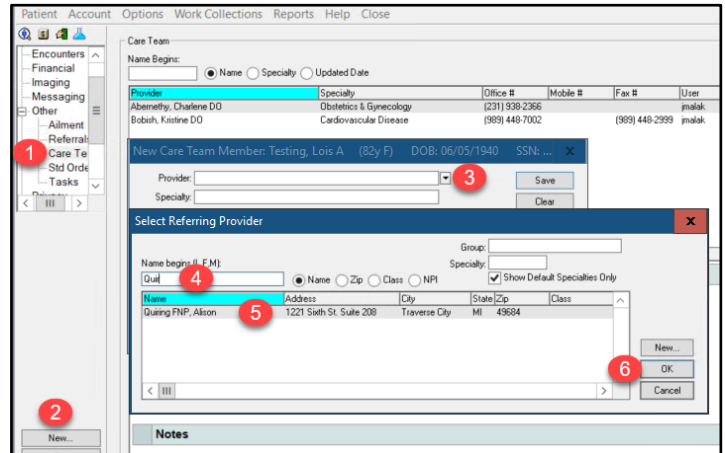
Care Team Provider Addition or Deletion for Referral and Front Office Staff

Intergy Practice Management, Ambulatory JOB AID

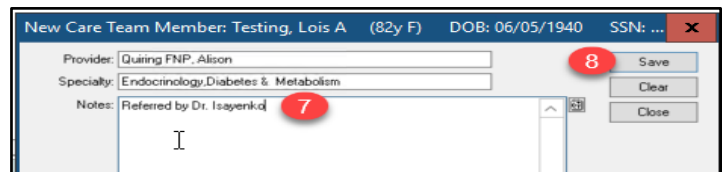
Adding a Care Team Provider

Providers who participate in the care of a patient are to be added to the patient's chart as a member of their Care Team. This is important to the coordination of care as well as patients having visibility of their Care Team in the patient portal.

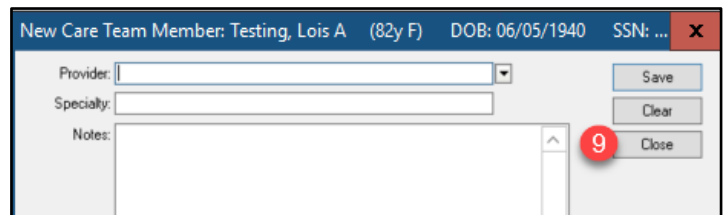
1. Select the Care Team module in the patient's chart.
2. Click New.
3. Click the Provider caret.
4. Enter the provider's last name.
5. Highlight the provider to add to the Care Team.
6. Click OK.



7. Enter relevant notes related to the addition of the provider to the Care Team.
8. Click Save.



9. Click Close.



Deleting a Care Team Provider

Providers who are entered to the Care Team in error or no longer participate in the care of the patient, are to be deleted from the patient's Care Team.

1. Select the Care Team module in the patient's chart.
2. Highlight the provider that needs to be deleted.
3. Choose Delete.
4. Click Yes to confirm the deletion of the provider as a Care Team Member.

