New Provider
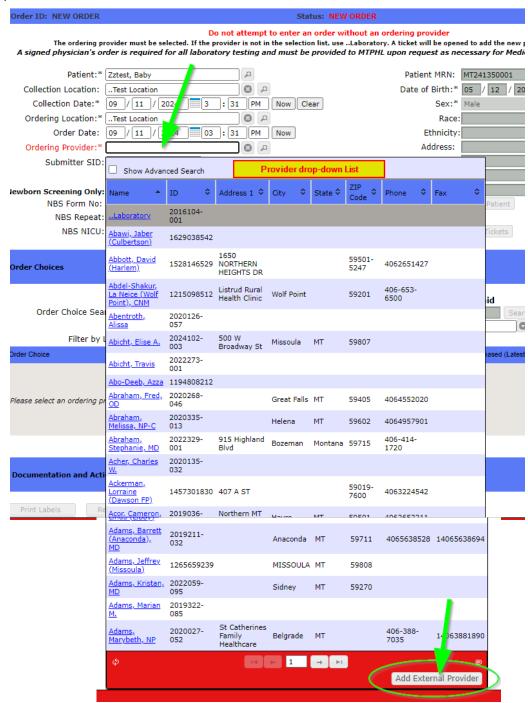
➢ During the ordering process, select the "external provider" on the bottom of the provider list.

➢ Place the required information in the pop-up box for adding a provider.
- Provider's Required information: **last name, First name, and NPI number.**
    - **NPI** numbers can be found here: https://npiregistry.cms.hhs.gov/search
        - ◆ If you can not find the NPI in the registry, please contact your facility. All facilities should have this information for providers.
    - You can also add any additional information such as: address, degree, email address, etc.
➢ Please do not change anything in the host codes.
➢ Click Save at the bottom of the "add external provider" pop up when finished