

Agency

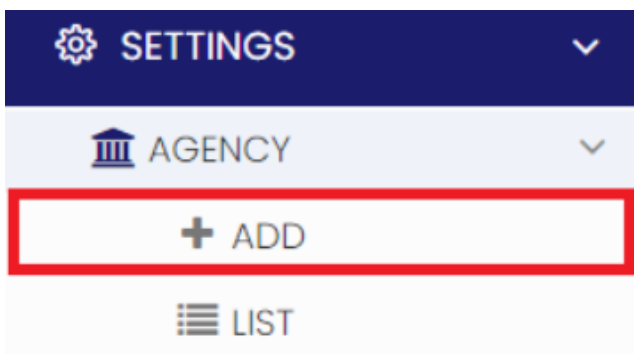
An Adult Day Care agency is an organization that provides a wide range of medical and non-medical services to patients in Adult Day Care Center. These agencies offer personalized care for patients to receive quality care while maintaining their independence.

Adding Agency

Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

Settings >> Agency >> +Add option

Locate the +Add option under Agency Tab.



Now, update the required information in Agency Details and Click Save option.

ADD AGENCY

Agency

Agency Details

Agency NPI
Agency NPI

Region
Select Region

State
Arizona

Fax
(XXX) XXX-XXXX

Phone
(XXX) XXX-XXXX

Mobile Number
(XXX) XXX-XXXX

Taxonomy
Primary Taxonomy
Selected Taxonomy
State
License Number

Agency Name*
Agency Name

TIN
TIN

EIN
EIN

Address
Address

City
City

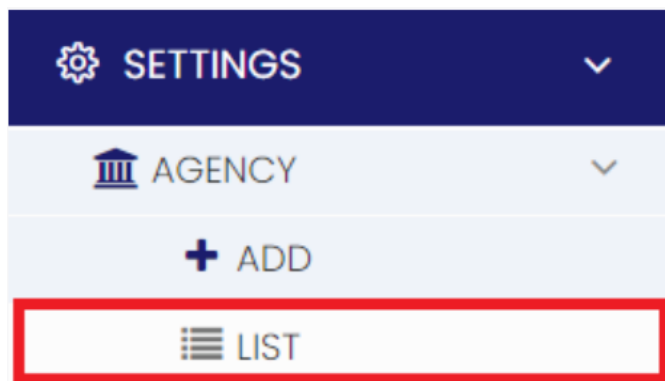
Zip Code
XXXXX - XXXX

Save
Cancel

Editing Agency

Settings >> Agency >> List

Locate list option under Agency Tab.



Select the Agency from List and Click Edit option on the right side of the screen.

AGENCY LIST AGENCY INFORMATION

☐
Refresh
Active
+ Agency

| Agency Type | Agency Name ^ | Region | TIN | EIN | Mobile Number | Phone | Address | Action |
|---|---------------|---------------|-----|-----|---------------|------------|-------------|--|
| Select | Agency Name | Select Region | TIN | EIN | Mobile Number | Phone | Address | Search Reset |
| <input type="checkbox"/> ReferralSource | Eliza Agency | ROCKYMOUNT | | | 8652123123 | 3105487989 | PO BOX 1524 | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> ReferralSource | New Testing | N/A | | | 6988744121 | 8454656412 | po box 3698 | <input checked="" type="checkbox"/> <input type="checkbox"/> |

Showing 1 to 2 of 2 records

Now Edit the required information and Click Update option.

EDIT AGENCY - ELIZA AGENCY

Agency

Agency Details

Agency NPI

Agency NPI

Region

ROCKYMOUNT

State

Arizona

Fax

(XXX) XXX-XXXX

Phone

(310) 548-7989

Mobile Number

(865) 212-3123

Agency Name*

Eliza Agency

TIN

TIN

EIN

EIN

Address

PO BOX 1524

City

Los Angeles

Zip Code

90005 - xxxx

Taxonomy

Primary Taxonomy

Selected Taxonomy

State

License Number

Update

Cancel

Delete Agency

Settings >> Agency >> List

Select the Agency from the list using the check box and click Delete or Disable Selection option on the screen.

AGENCY LIST AGENCY INFORMATION

☐

Refresh

Active

Disable Selected

+ Agency

| Agency Type | Agency Name ^ | Region | TIN | EIN | Mobile Number | Phone | Address | Action |
|--|---------------|---------------|-----|-----|---------------|------------|-------------|--------------|
| Select | Agency Name | Select Region | TIN | EIN | Mobile Number | Phone | Address | Search Reset |
| <input checked="" type="checkbox"/> ReferralSource | Eliza Agency | N/A | | | 8652123123 | 3105487989 | PO BOX 1524 | |
| <input type="checkbox"/> ReferralSource | New Testing | N/A | | | 6988744121 | 8454656412 | po box 3698 | |

Now, the Agency gets deleted and we can view the Agency under Deleted list.

AGENCY LIST AGENCY INFORMATION

☐

Refresh

Deleted

+ Agency

| Agency Type | Agency Name ^ | Region | TIN | EIN | Mobile Number | Phone | Address | Action |
|---|---------------|---------------|-----|-----|---------------|------------|-------------|--------------|
| Select | Agency Name | Select Region | TIN | EIN | Mobile Number | Phone | Address | Search Reset |
| <input type="checkbox"/> ReferralSource | Eliza Agency | N/A | | | 8652123123 | 3105487989 | PO BOX 1524 | |

The user can also Restore the deleted Agency by using the option Active on the right side of the screen.

AGENCY LIST AGENCY INFORMATION

☐ Refresh Deleted + Agency

| Agency Type | Agency Name ^ | Region | TIN | EIN | Mobile Number | Phone | Address | Action |
|---|------------------------|--------------------------|----------------|----------------|--------------------------|------------------|--------------------|------------------------------------|
| <div>Select</div> | <div>Agency Name</div> | <div>Select Region</div> | <div>TIN</div> | <div>EIN</div> | <div>Mobile Number</div> | <div>Phone</div> | <div>Address</div> | <div>Search</div> <div>Reset</div> |
| <input type="checkbox"/> ReferralSource | Eliza Agency | N/A | | | 8652123123 | 3105487989 | PO BOX 1524 | <div><div></div>Active</div> |

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