

Maintain Providers



Course Overview

Use the Maintain Providers Dictionary to add or update provider information in CorrecTek Spark.

This guide explains how to add providers to the dictionary.

Use This Guide When

- Adding a new provider
- Updating existing provider information

What You'll Be Able to Do

- Access the Maintain Providers menu
- Add a new provider
- Update an existing provider

Maintain Providers



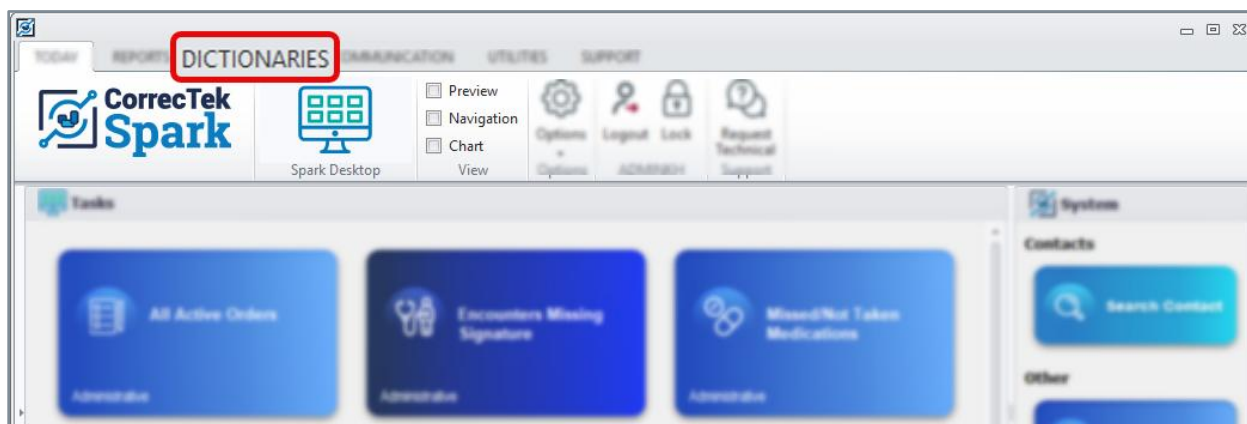
Topics Covered

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Maintain Providers

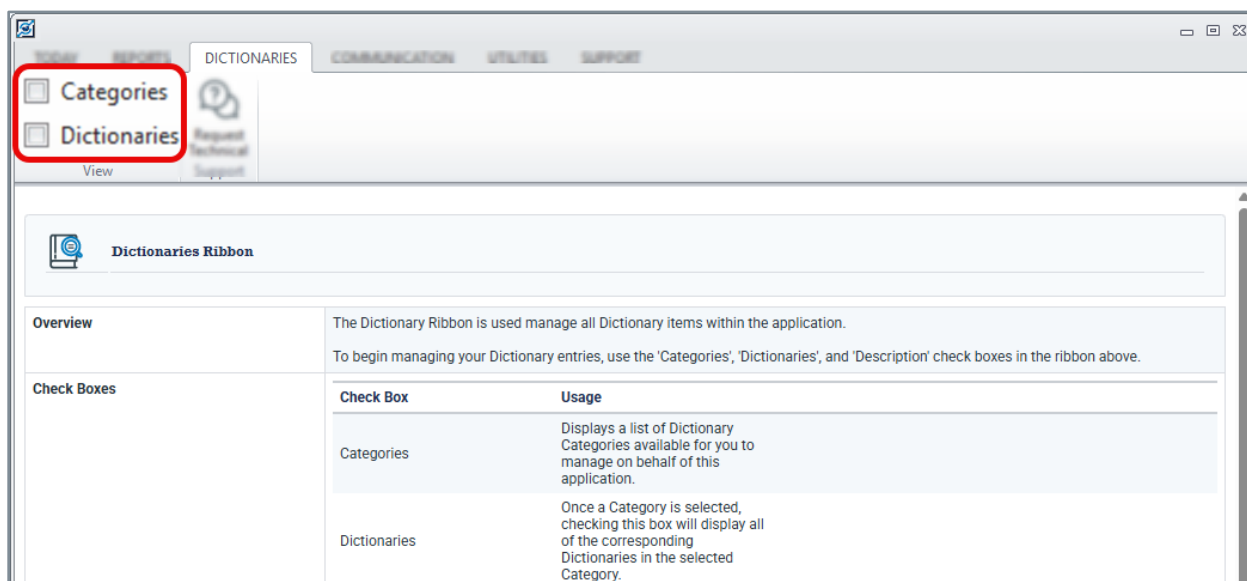
Spark Desktop

From the Spark Desktop, click **Dictionaries**.



Dictionaries

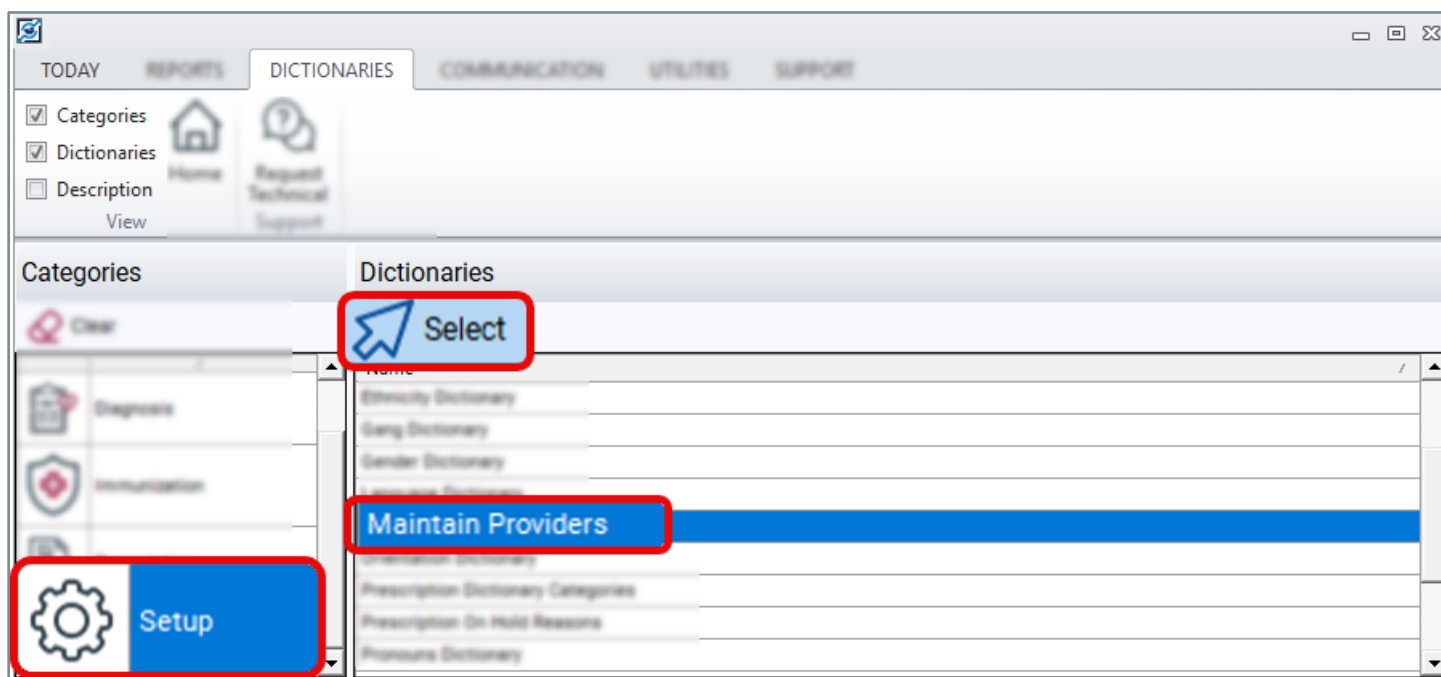
Select **Categories** and **Dictionaries** in the View.



Select **Setup**, then **Maintain Providers**.

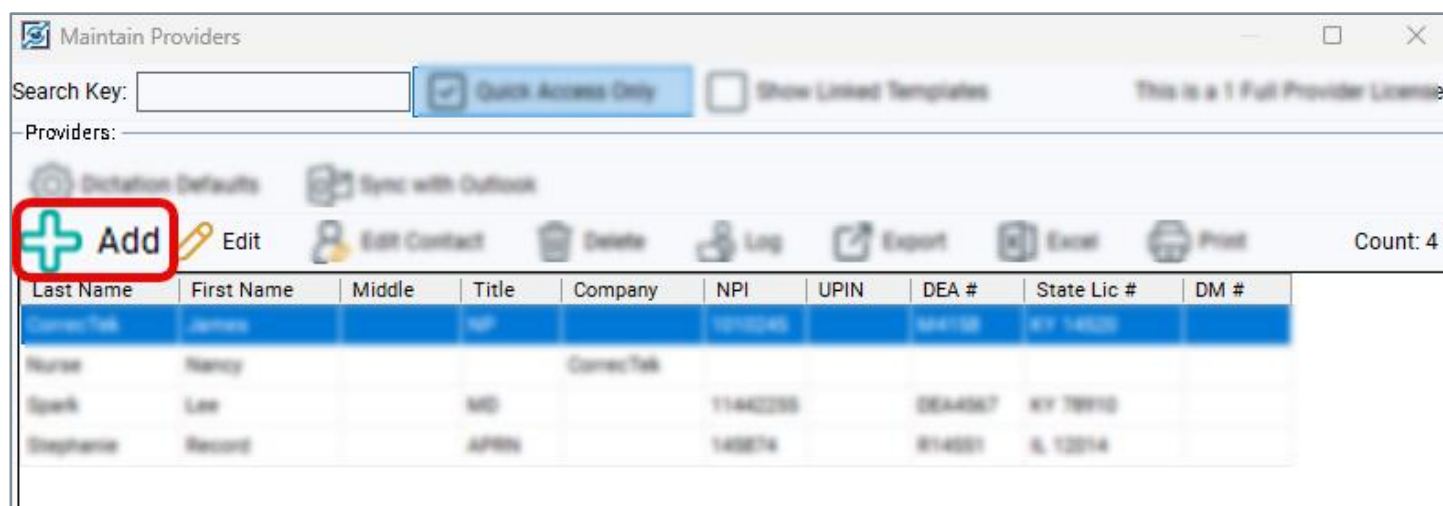
Maintain Providers

Click **Select**.



Add a New Provider

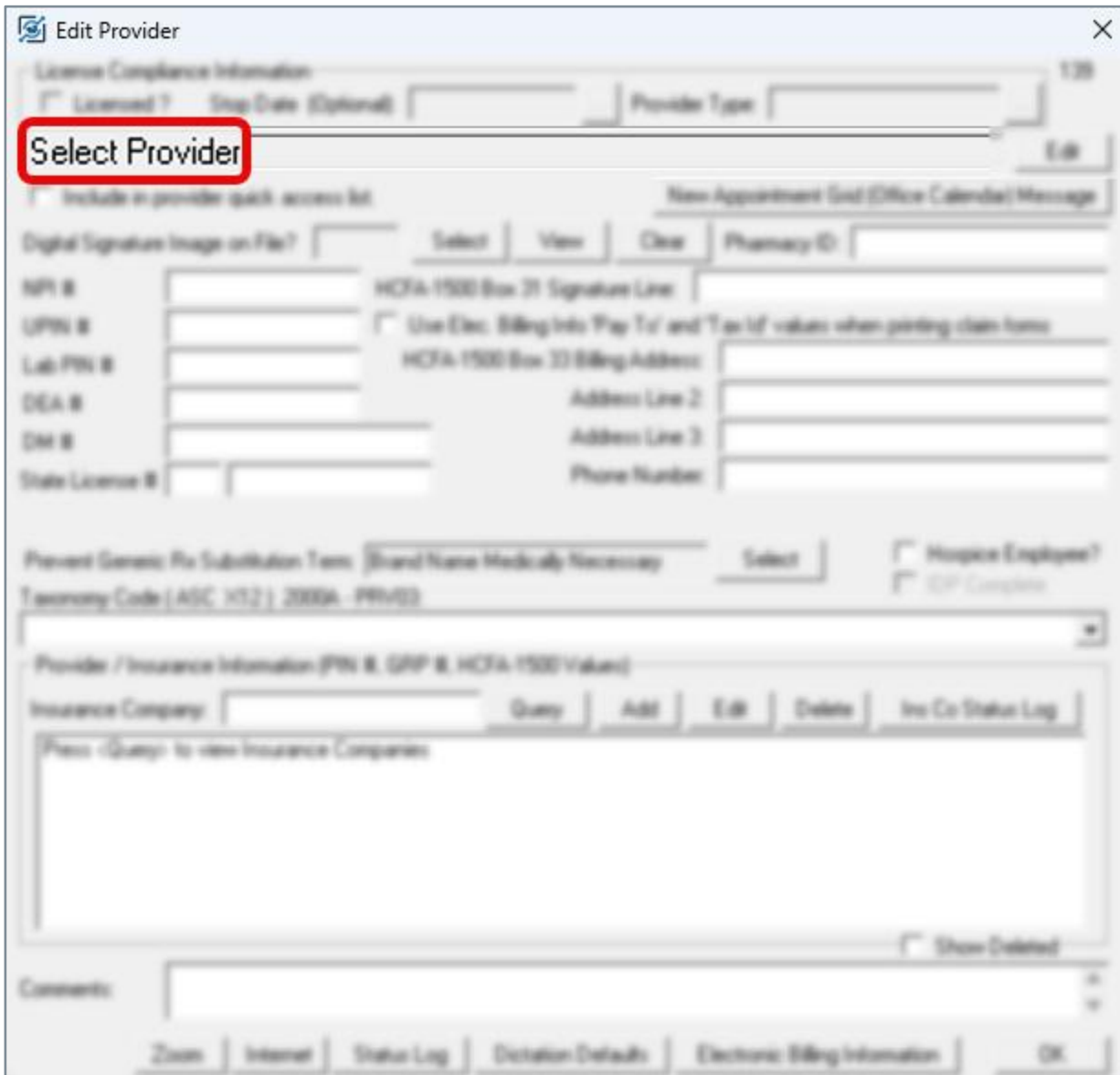
To create a new entry, click **Add**.



| Tip: To update an existing provider, select the provider from the list and click **Edit**.

Maintain Providers

Click **Select Provider**.



The screenshot shows the 'Edit Provider' window with various fields for provider information. The 'Select Provider' button is highlighted with a red rectangle. The window includes sections for License Compliance Information, Digital Signature Image on File?, NPI #, UPI# #, Lab PIN #, DEA #, DM #, State License #, HCFA 1500 Box 21 Signature Line, HCFA 1500 Box 20 Billing Address, Address Line 2, Address Line 3, Phone Number, Prevent Generic Rx Substitution Term, Secondary Code (ASC, X12), Hospice Employees?, and a list of Insurance Companies.

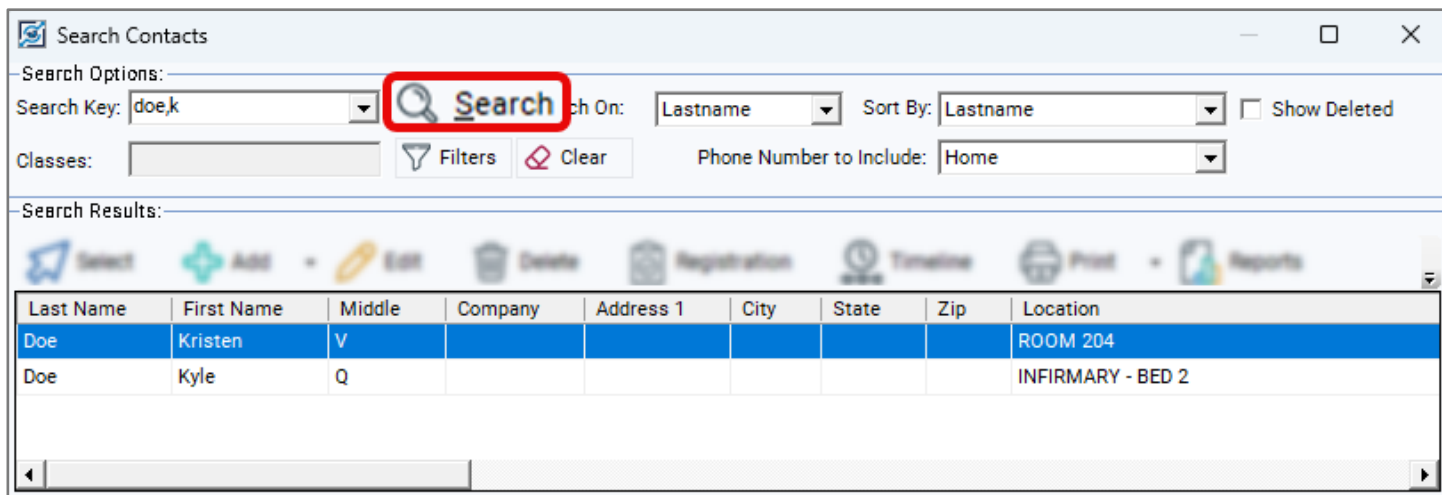
Search Contact

In the Search Contact window, enter identifiable information into the **Search Key** field.

Click **Search**.

| Tip: Identifiable information could include provider last name, provider first name or phone number.

Maintain Providers



Search Contacts

Search Options:

Search Key: **Search** Search On: Sort By: ☐ Show Deleted

Classes: Phone Number to Include:

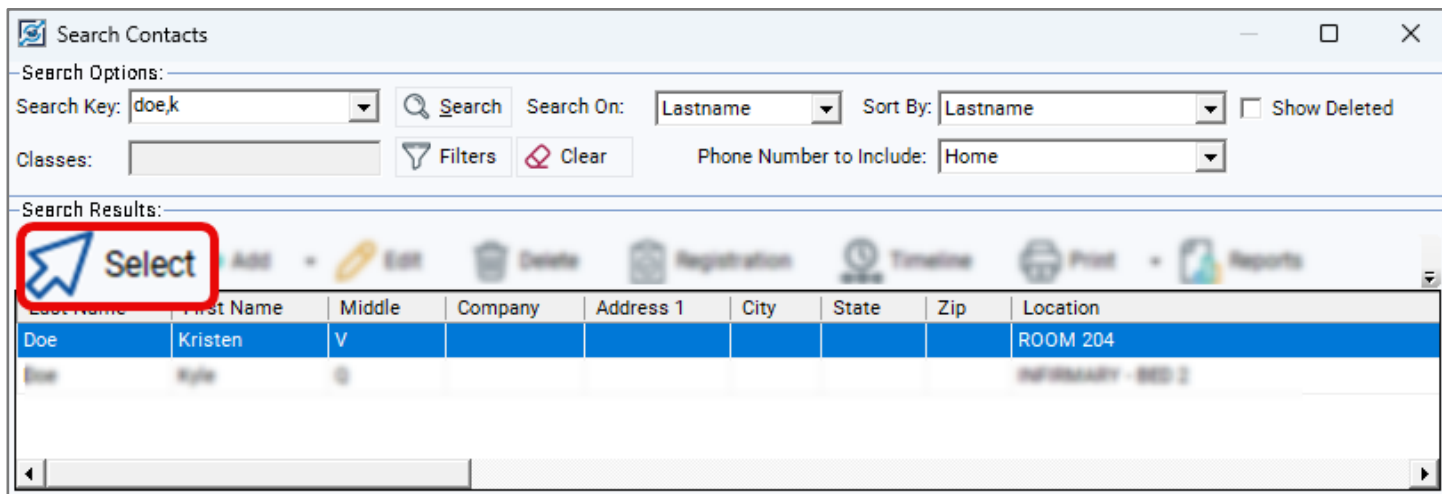
Search Results:

Select Add Edit Delete Registration Timeline Print Reports

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Doe	Kristen	V						ROOM 204
Doe	Kyle	Q						INFIRMARY - BED 2

Select Contact

Locate and select the correct contact in the search results. Click **Select** to return to the Edit Provider screen.



Search Contacts

Search Options:

Search Key: **Search** Search On: Sort By: ☐ Show Deleted

Classes: Phone Number to Include:

Search Results:

Select Add Edit Delete Registration Timeline Print Reports

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
Doe	Kristen	V						ROOM 204
Doe	Kyle	Q						INFIRMARY - BED 2

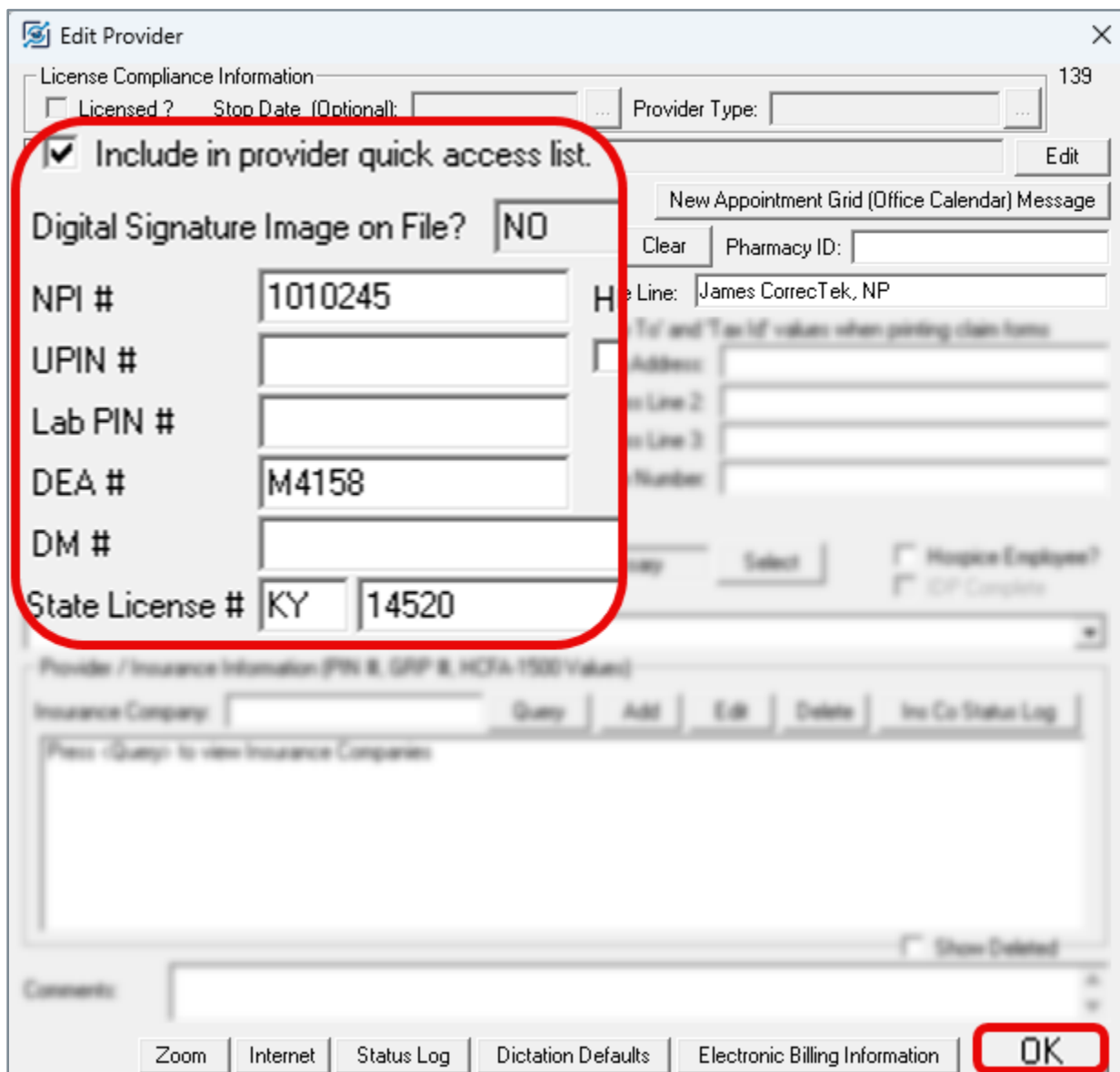
Tip: If the provider is not listed, you must first add them as a contact.

Enter or update the provider's information.

For facility providers, select the checkbox 'Include in provider quick access list.'

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Click **OK** to save the changes and return to Maintain Providers.



Edit Provider [X]

License Compliance Information: 139

☐ Licensed? Stop Date (Optional): ... Provider Type: ...

☒ **Include in provider quick access list.** [Edit]

Digital Signature Image on File? **NO**

New Appointment Grid (Office Calendar) Message

Clear Pharmacy ID: ...

Home Line: James CorrecTek, NP

Tel and Fax ID values when printing claim forms

Address: ...

Line 2: ...

Line 3: ...

Number: ...

State License # **KY** **14520**

Provider / Insurance Information (PIN & GPP & HCA-1500 Values)

Insurance Company: ... [Query] [Add] [Edit] [Delete] [Ins Co Status Log]

Press [Query] to view Insurance Companies

Comments: ...

[Zoom] [Internet] [Status Log] [Dictation Defaults] [Electronic Billing Information] **OK**

Tip: Always select **'Include in provider quick access list.'**

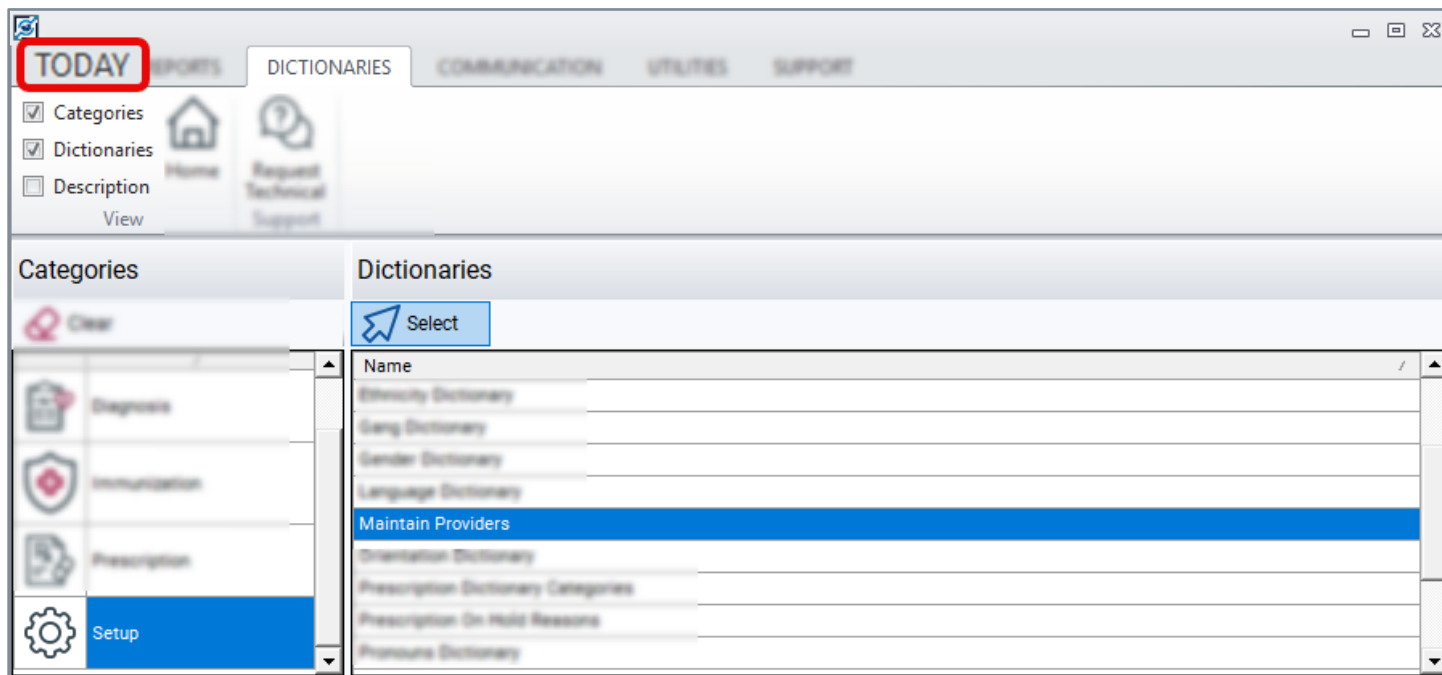
Click **X** to close the Maintain Providers screen.

Maintain Providers



Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.



Related Courses

- Add a Contact