

***SWITS* Agency Manual**

This document focuses on the Non Staff Physicians Module.

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Non Staff Physicians

Profile
Address

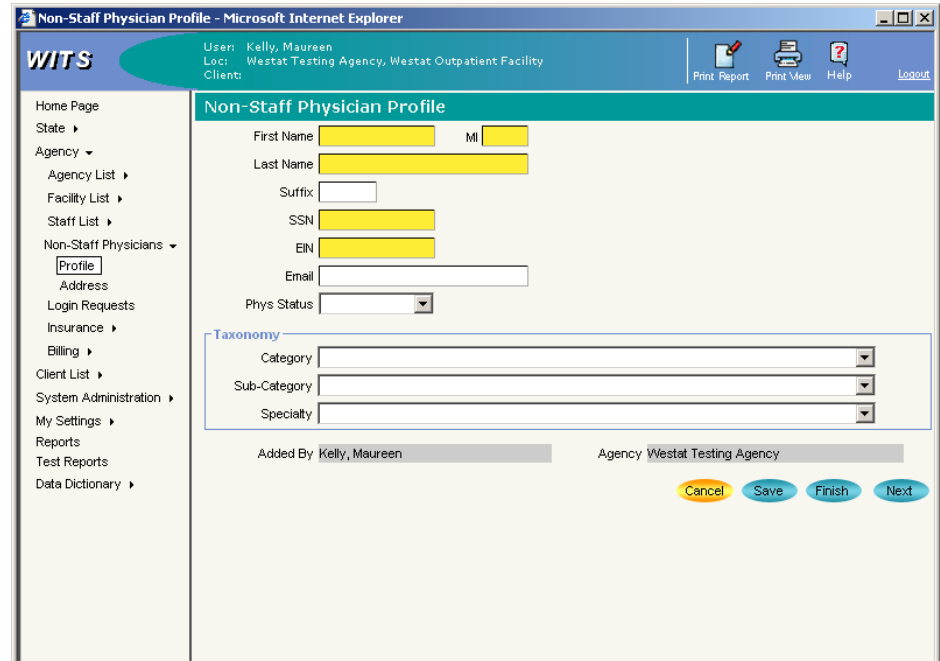
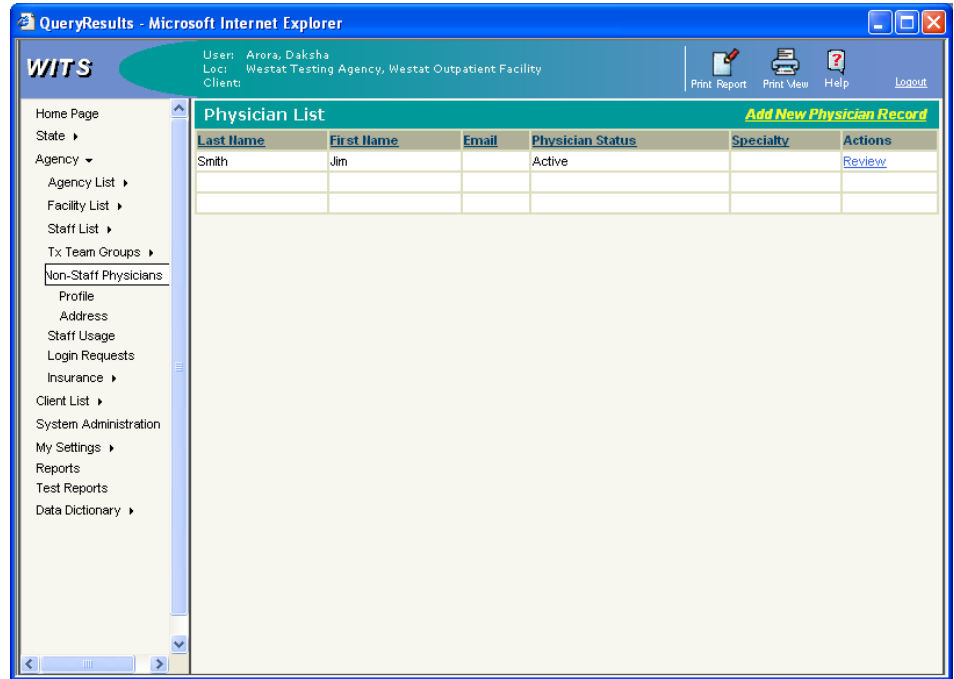
Non Staff Physicians

Profile

This section allows an agency to setup basic information about visiting or consulting physicians who may not be part of the employed staff of the agency.

1. To enter information for non staff physicians click the **Non-Staff Physicians** menu item.
2. To add a new physician click the **Add New Physician Record** hyperlink.
3. Enter the **First Name, MI, Last name, Suffix, SSN, EIN,** and **Email**.
4. Select the **Phys Status** from the drop down list.
5. Select the appropriate response for **Taxonomy** from the drop down lists.
6. The **Added by** and **Agency** are system generated read only fields.
7. Click **Next** to enter address information for this record.

Note: All required fields are highlighted in yellow color. Clicking Next automatically saves the information entered on the current screen.



Non Staff Physicians

Address

8. Enter phone number information as appropriate in the spaces provided for **Home**, **Work**, **Mobile**, **Fax**, **Other**. Enter the email information in the **Email** field.
9. The **Created** and **Updated** fields are system generated and read only.
10. Click the **Add Address** hyperlink to enter the address information.
11. Select the **Address Type** from the drop down list. Enter the **Address Line 1** and **2**, if needed, **City**, **State**, and **Zip Code**.
12. Click **Finish** to save the information.

WITS User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client:

Print Report Print View Help Logout

Contact Info

Home Created
Work Updated
Mobile
Fax
Other
Email

Addresses

[Add Address](#)

Address Type	Address	Confidential	Created	Updated	Actions

Cancel Save Finish Previous

WITS User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client:

Print Report Print View Help Logout

Address Information

Address Type Confidential

Address Line 1*

Address Line 2*

City* State* Zip*

Cancel Finish