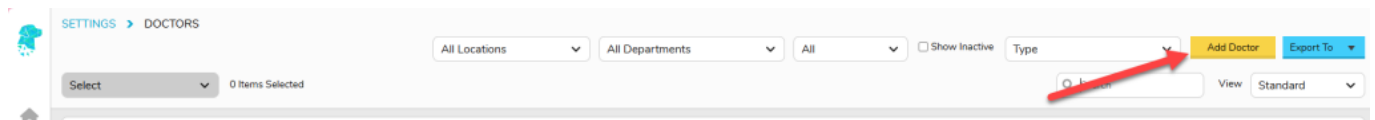


How to Add a Doctor - Clinic

Need to add a new doctor? Or another provider number for an existing doctor? Read on to learn how!

Start off by navigating to **Settings > Doctors > Add Doctor**.



Then, add the doctor details. The key details are the doctor's name, provider number, payee provider number, fund payee ID (if applicable), service type and Allied Health (if applicable). If you are using Claims Import, you must also ensure that the Provider Number is entered in the Doctor ID field.

A screenshot of the 'Doctor Details' form. The form is divided into several sections: 'Personal Details', 'Contact Information', 'Insurance', 'Credentialing', 'Notes', 'Bank Details', 'Location', 'Department', 'Provider', 'Date of Birth', 'Age', 'Payee Provider', 'Fund Payee ID', 'Dr ABN', 'Sex', 'LSPN', 'Service Type', 'Vocationally registered', 'Speciality (WA)', 'Speciality', 'AHPRA', 'Expiry Date', 'Billing Defaults', 'Known Gap', 'Bill Type', 'Medicare', 'Type', 'Outpatient', 'Standard Consult', 'Referral Flag', 'Other Clinic Details', 'Invoice As', 'WIC Reg', 'Date Inred', 'EMP ID', and 'Doctor ID'. Red boxes highlight the following fields: 'Dr Code', 'Title', 'First Name', 'Surname', 'Address', 'Suburb', 'SA', 'S159', 'Phone', 'Mobile', 'Email', 'Email CC', 'Qualification', 'Insurance', 'Policy No', 'Insured To', 'Date of Credentialing', 'Expiry Date', 'Category', 'Notes', 'Bank Details', 'Location', 'Department', 'Provider', 'Date of Birth', 'Age', 'Payee Provider', 'Fund Payee ID', 'Dr ABN', 'Sex', 'LSPN', 'Service Type', 'Vocationally registered', 'Speciality (WA)', 'Speciality', 'AHPRA', 'Expiry Date', 'Billing Defaults', 'Known Gap', 'Bill Type', 'Medicare', 'Type', 'Outpatient', 'Standard Consult', 'Referral Flag', 'Other Clinic Details', 'Invoice As', 'WIC Reg', 'Date Inred', 'EMP ID', and 'Doctor ID'.

Once you have entered all the details, hit **Save** to create the doctor.


Save

If you have more than one doctor in your FYDO account, you will need to choose the provider from the billing menu. So to set a default for a given patient, you may use the '**Preferred Doctor**' drop down from the Patients demographics screen to set a default doctor.

Health Fund

Fund Name				▼
Membership		UPI		
Insurance Status				▼
Alias Name		Alias Surname		

Other Information

Allergies				
Family GP	<input type="text" value="Search for a Family GP"/>			
Alert				
Indigenous Sts	Not Stated ▼	ASSI	--- Select --- ▼	?
Marital Status				▼
Country of Birth				▼
Language				▼
Employment Sts	▼	Employer		▼
Survey	▼	?	Dental Benefit	0.00
O/S Visitor	<input type="radio"/> Yes <input checked="" type="radio"/> No			▼
Interpreter	<input type="radio"/> Yes <input checked="" type="radio"/> No			▼
Deceased			Archived	No ▼
Location				▼
Preferred Doctor				▼
Bill Method	▼	Fee Level	Level 0 - DVA In-hospital ▼	
Send Invoices To	Not Set ▼	?		