

## Shared Contact

**Shared Contacts** can include Physicians, Pharmacists, Therapists, Specialists, Hospitals etc. and other important contacts.

Users with the **Shared Contact** Administrative Role will be able to create, update, and discontinue Shared Contacts. The entered contacts are available within the organization's Therap account and can be added to the IDF (Individual Demographic Form), scheduled appointments, medication history forms and other places for individuals you are completing documentation for.

### Create New Shared Contact

1. Click on the **New** link beside the **Shared Contact** option on the **Admin** tab.

To Do	<b>General</b>	
Individual		
Health		
Agency		
Billing		
<b>Admin</b>		
Agency Reports		
Individual Home Page		
Settings		
	<b>Provider</b>	Preferences   Password Policy
	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Assign External System ID   Self Password Reset
	<b>Title</b>	New   List   Import from Excel   Search Imported Excel
	<b>Program</b>	New   List   Import from Excel   Search Imported Excel
	<b>Site</b>	New   List
	<b>Individual Home Page</b>	Select Items
	<b>Custom Field</b>	New   List
	<b>Shared Contact</b>	<b>New</b>   List   Link   Import from Excel
	<b>Shared Contact Type</b>	List

2. On the Shared Contact page, select the Contact Type, and then enter the Organization Name, First Name, Last Name, Specialty, Address, Phone Number and other desired information.

Fields mark with **Red Asterisk (\*)** are required and must be filled in.

## Shared Contact Active ⓘ

<b>Title</b>	<input type="text" value="Physiotherapist"/>	<b>First Name</b>	<input type="text" value="Dr. Jhon"/>
<b>Middle Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text" value="Paul"/>
<b>Organization Name</b>	<input type="text" value="Demo Hospital Philippines"/>	<b>NPI Number</b>	<input type="text"/>
<b>* Type</b>	<input type="text" value="Hospital"/>		
<b>Specialty</b>	<input type="text" value="Physical Medicine &amp; Rehal"/>		

### Primary Address

<b>Attention or in care of</b>	<input type="text" value="Lia Patricia"/>			
<b>Address</b>	<input type="text" value="123 Street"/>	<input type="text"/>		
	Street 1	Street 2		
	<input type="text" value="Manila"/>	<input type="text" value="State"/>	<input type="text" value="01234"/>	<input type="text" value="Philippines"/>
	City	State	Zip Code	Country
<b>Primary Phone</b>	<input type="text" value="0112423597"/>		<b>Secondary Phone</b>	<input type="text"/>
<b>Additional Phone</b>	<input type="text"/>		<b>Fax</b>	<input type="text"/>
<b>Email</b>	<input type="text" value="jhon.paul@demomail.com"/>		<b>Web Address</b>	<input type="text"/>

### Mailing Address

<b>Attention or in care of</b>	<input type="text" value="Lia Patricia"/>	<input checked="" type="checkbox"/> <b>Same as Primary Address</b>		
<b>Address</b>	<input type="text" value="123 Street"/>	<input type="text"/>		
	Street 1	Street 2		
	<input type="text" value="Manila"/>	<input type="text" value="State"/>	<input type="text" value="01234"/>	<input type="text" value="Philippines"/>
	City	State	Zip Code	Country
<b>Primary Phone</b>	<input type="text" value="0112423597"/>		<b>Secondary Phone</b>	<input type="text"/>
<b>Additional Phone</b>	<input type="text"/>		<b>Fax</b>	<input type="text"/>

Cancel

Back

Save

After entering all the necessary information click on the **Save** button.

3. The **Shared Contact has been Saved** message will be displayed once all the information has been successfully saved.

Shared Contact 'John Paul / Dr.' has been successfully Saved

Back to [Form](#)

#### Actions

[Create New Shared Contact](#)

To create another new Shared Contact, users may click on the **Create New Shared Contact** link.

## Update or Discontinue Shared Contacts

1. Click on the **List** link beside the **Shared Contact** option of the Admin tab.

To Do	<b>General</b>	
Individual		
Health		
Agency		
Billing		
<b>Admin</b>		
Agency Reports		
Individual Home Page		
Settings		
	<b>Provider</b>	Preferences   Password Policy
	<b>User</b>	New   List   Import from Excel   Search Imported Excel   Assign External System ID   Self Password Reset
	<b>Title</b>	New   List   Import from Excel   Search Imported Excel
	<b>Program</b>	New   List   Import from Excel   Search Imported Excel
	<b>Site</b>	New   List
	<b>Individual Home Page</b>	Select Items
	<b>Custom Field</b>	New   List
	<b>Shared Contact</b>	New <b>List</b> Link   Import from Excel
	<b>Shared Contact Type</b>	List

2. To select the contact from the **Shared Contacts** page, click on the name of the Shared Contact to be updated or discontinued.


## Shared Contacts

15 Records

Title	First Name	Last Name	Organization Name	Form ID	Type	Specialty	NPI Number	Address	Primary Phone
Doctor	Abdul	Hakim	Demo Hospital	SC-DEMOTPHL-GCR4NB6ZWMUL9	Physician	Ear, Nose, Throat		Demo Road, Dhaka, Bangladesh	
Therapist	Ahmad	Imran	Demo IPNA Hospital	SC-DEMOTPHL-GCT4NDPXYMUL8	Physician	Speech Therapy		111/J, Road-5, Dhaka-1212, Dhaka, Bangladesh	31219212
Dr.	Anthony	Makhoba	Uganda Demo Hospital	SC-DEMOTPHL-GDD4MKDPSMULP	Hospital	General Practice		Kamwokya, Kampala, 00998, Uganda	25676589
Dr.	William	Marry		SC-DEMOTPHL-J7E4NDEQYMULH	Doctor	Cardiology		test, Philippines	
Dr.	Joseph	Patel	Childrens Dental Care Clinic	SC-DEMOTPHL-HBU4NH8Y8MULP	Hospital	Dentist		street 234, Bangladesh	708-345-8
Physiotherapist	Dr. Jhon	Paul	Demo Hospital Philippines	SC-DEMOTPHL-HBU4NH8Y2MUL5	Hospital	Physical Medicine & Rehabilitation		123 Street, Manila, 01234, Philippines	01124235
Behavior Consultant	Mercy	Portia	Demo Behavior Support Consultancy Centre	SC-DEMOTPHL-HBT4NGYZ6MULY	Behavior Support Consultant	Behavior Support		Demo Street, Demo City, Lesotho	
Occupational Therapist	Md	Rahman		SC-DEMOTPHL-J6U4NCZZXMULR	Specialist	Therapist		dhaka, dhaka, Bangladesh	
Doctor	Abdur	Rahman	Demo Hospital Bangladesh	SC-DEMOTPHL-H7E4NFMZZMULQ	Physician	Physical Therapy		11/A, Road 2, Dhaka-1212, Bangladesh	12123131

Showing 1 to 15 of 22 entries

Previous
1
2
Next

 Export to Excel

Cancel

Users may filter the list of Shared Contacts by selecting the **Type** or **Specialty**, or by typing the name of the desired contact in the **Filter** box.

3. The **Shared Contact** page will be displayed and users can edit the information for the

contact.

click on the **Update** button to update the Shared Contact, or click on the **Discontinue** button to discontinue the Shared Contact.

## Shared Contact Active ⓘ

**Title**

**Middle Name**

**Organization Name**

**\* Type**

**Specialty**

**First Name**

**Last Name**

**NPI Number**

### Primary Address

**Attention or in care of**

**Address**

Street 1

Street 2

City

State

Zip Code

Country

**Primary Phone**

**Secondary Phone**

**Additional Phone**

**Fax**

**Email**

**Web Address**

### Mailing Address

**Attention or in care of**

☒ **Same as Primary Address**

**Address**

Street 1

Street 2

City

State

Zip Code

Country



4. Clicking on the **Update** button will save the changes and show the following success message.

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Shared Contact 'Dr. Jhon Paul / Physiotherapist (Demo Hospital Phillipines)' has been successfully Updated

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#### Actions

[Create New Shared Contact](#)

Clicking on the **Discontinue** button will show that the Shared Contact has been successfully discontinued.

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Shared Contact 'Jhon Paul / Dr. (Demo Dhaka Hospital)' has been successfully Discontinued

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#### Actions

[Shared Contact Link](#)

[Create New Shared Contact](#)

**Note:** A Shared Contact can not be discontinued if it has been linked to another Shared contact.

**Please see below for error messages!**

This Shared Contact has Link(s) with the following 1 Shared Contact(s)- Ahmad Imran / Therapist (Demo IPNA Hospital). Please remove the Link(s) first to discontinue this Shared Contact

**Shared Contact** Active ⓘ

<b>Title</b>	<input type="text" value="Physiotherapist"/>	<b>First Name</b>	<input type="text" value="Dr. Jhon"/>
<b>Middle Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text" value="Paul"/>
<b>Organization Name</b>	<input type="text" value="Demo Hospital Phillipines"/>	<b>NPI Number</b>	<input type="text"/>

Once a Shared Contact has been discontinued, it can not be reactivated or used in any forms.