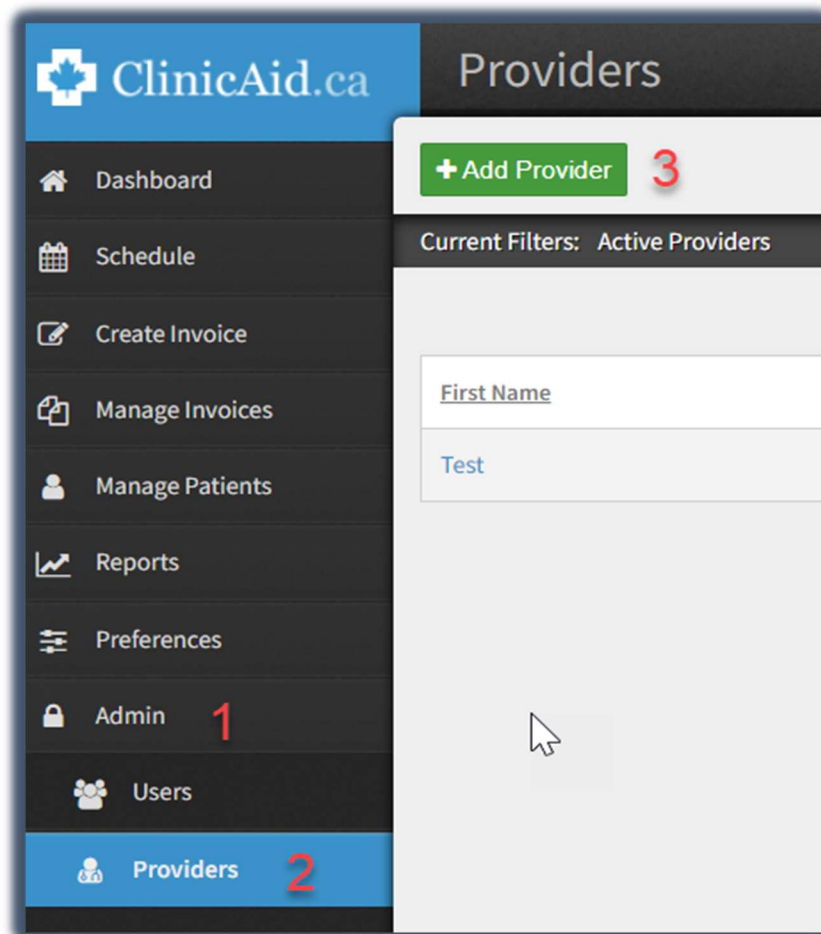


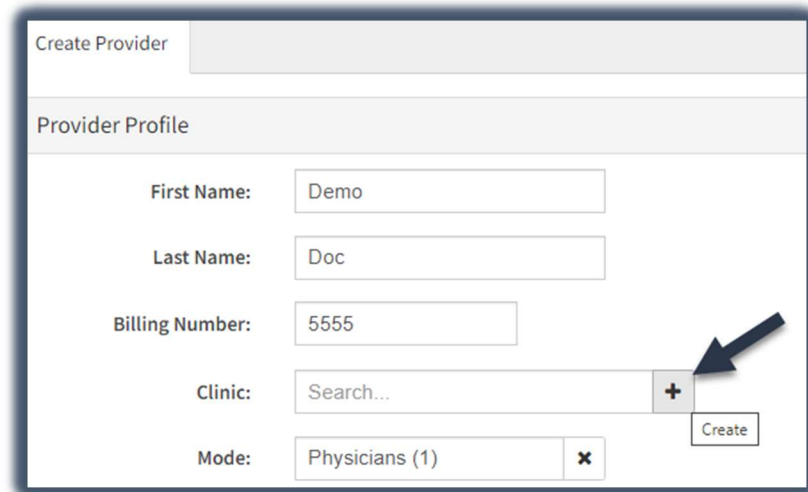
Adding your Unique Clinic Number to your ClinicAid account:

1. From the left side panel click on Admin
2. Select Providers
3. Click on the green +Add Provider



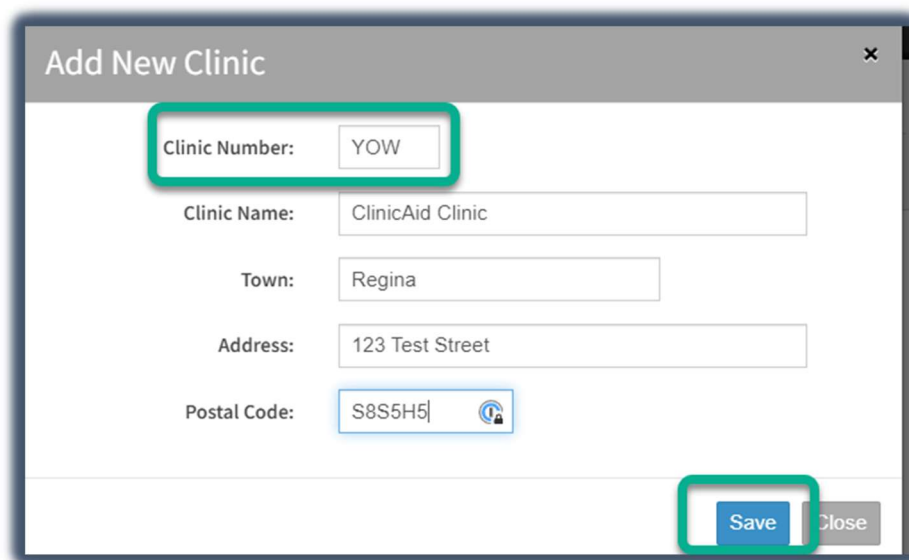
From here you'll want to add the same information as you have on your current provider record i.e., name, billing number, mode, etc.

Click on the + sign under Clinic (create):



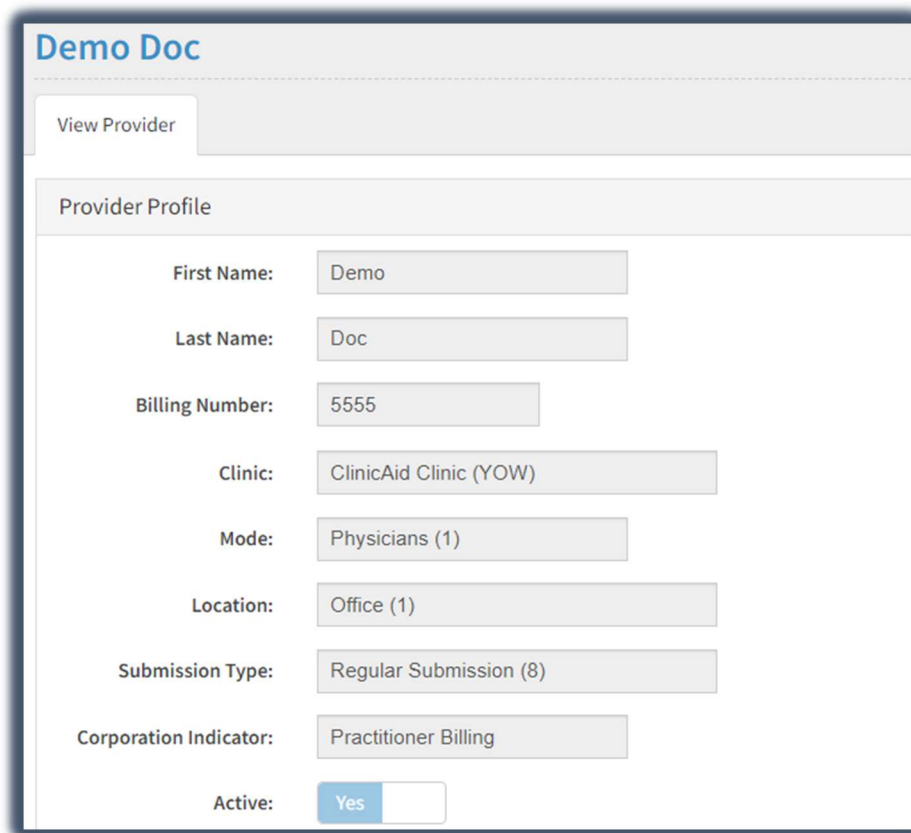
The screenshot shows a 'Create Provider' form. The 'Provider Profile' section contains the following fields: 'First Name' (Demo), 'Last Name' (Doc), 'Billing Number' (5555), 'Clinic' (Search...), and 'Mode' (Physicians (1)). A blue arrow points to a '+' button located to the right of the 'Clinic' search field. A 'Create' button is visible below the '+' button.

In the pop up add your new Unique Clinic Number, Clinic Name and Address information and click on Save.



The screenshot shows an 'Add New Clinic' pop-up form. The fields are: 'Clinic Number' (YOW), 'Clinic Name' (ClinicAid Clinic), 'Town' (Regina), 'Address' (123 Test Street), and 'Postal Code' (S8S5H5). A green box highlights the 'Clinic Number' field. Another green box highlights the 'Save' button at the bottom right, next to a 'Close' button.

Your new and updated provider record should now show your updated Clinic Unique Number and Name:



The screenshot shows a web interface for a provider profile. At the top, there's a header 'Demo Doc' in blue. Below it is a tab labeled 'View Provider'. The main section is titled 'Provider Profile' and contains several fields with labels on the left and input boxes on the right:

- First Name: Demo
- Last Name: Doc
- Billing Number: 5555
- Clinic: ClinicAid Clinic (YOW)
- Mode: Physicians (1)
- Location: Office (1)
- Submission Type: Regular Submission (8)
- Corporation Indicator: Practitioner Billing
- Active: Yes ☒

****Please note, when your claims that are associated with clinic number “000” have been cleared, you can deactivate that provider record. This will prevent confusion or mistakes when the switch to your unique clinic number is implemented.**

To deactivate the record from the Providers section, click on the red box with the white X:



<u>First Name</u>	<u>Last Name</u> ▼	<u>Billing Number</u>	<u>Mode</u>	<u>Location</u>	
Test Doc	Clinic 000	1234	1	1	

A red callout bubble with the text 'Deactivate Provider' points to the red box with the white X in the table.