



Step-by-Steps for Administrator Maintenance

Use iEXCHANGE Administrator to:

- Add or edit information about your Provider Group.
- Add or edit information about account users for your Provider Group.
- Add new users.
- Add or edit information about Submitting Providers.
- Add most Frequent Providers.
- Add most Frequent Procedures.
- Add most Frequent Diagnoses.

To find iEXCHANGE™ you will access
<https://iexdemo.medecision.com/Train/Logon.jsp?MCOcobranding=KEP1>

Select **“Provider Login”**.



After choosing **“Provider Login”**, you will need to fill in the boxes:

1. **“Login name”** (usually first initial, last name)
2. **“iEXCHANGE ID”**
3. **“Password”** (your password).

Click on **“Login”**

Provider login

① User ID

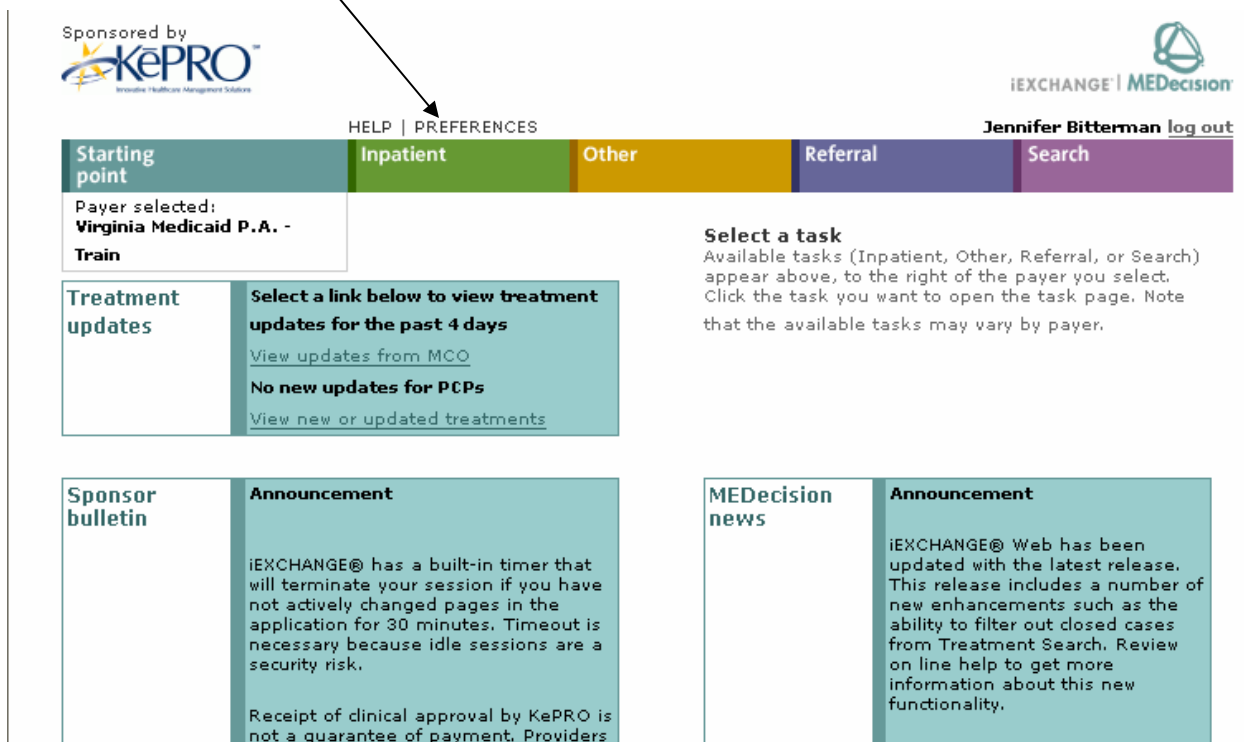
② iEXCHANGE ID


③ Password

→

To Open the iEXCHANGE Administrator Page

Select **“Preferences”** on the *iEXCHANGE Starting Point* page to open the *iEXCHANGE Preferences* page.



Sponsored by  **KePRO**
Innovative Healthcare Management Solutions

HELP | **PREFERENCES** | Jennifer Bitterman [log out](#)

Starting point | **Inpatient** | Other | Referral | Search

Payer selected:
Virginia Medicaid P.A. - Train

Treatment updates | **Select a link below to view treatment updates for the past 4 days**
View updates from MCO
No new updates for PCPs
[View new or updated treatments](#)

Sponsor bulletin | **Announcement**
iEXCHANGE® has a built-in timer that will terminate your session if you have not actively changed pages in the application for 30 minutes. Timeout is necessary because idle sessions are a security risk.
Receipt of clinical approval by KePRO is not a guarantee of payment. Providers

MEDecision news | **Announcement**
iEXCHANGE® Web has been updated with the latest release. This release includes a number of new enhancements such as the ability to filter out closed cases from Treatment Search. Review on line help to get more information about this new functionality.

Choose the “iEXCHANGE Administrator” link.



HELP | PREFERENCES Jennifer Bitterman [log out](#)

Starting point	Change password	iEXCHANGE administrator			
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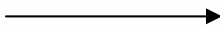
Payer selected:
Virginia Medicaid P.A. - Train

iEXCHANGE preferences

Use this page to access various maintenance functions available including password and rule maintenance.

▶ [Change password](#)

Click the **Change password** link, above.



▶ [iEXCHANGE administrator](#)

Click the **iEXCHANGE administrator** link, above.

The first time you access the functions on the *iEXCHANGE Administrator* page, you will be presented with the *Agreements* page. You are asked to read this page and then select one of two buttons: **I agree** or **I don't agree**.

iEXCHANGE administrator usage policy

Please read the following iEXCHANGE usage policy agreement carefully. Use the scroll bar in the text area to see the rest of the agreement.

THE iEXCHANGE SYSTEM IS SUBJECT TO AND GOVERNED BY TERMS AND CONDITIONS OF USE. BY PROCEEDING OR USING THE iEXCHANGE SYSTEM YOU ARE MANIFESTING THAT YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF USE AND AGREE TO BE BOUND BY THEM. IF YOU DO NOT UNDERSTAND THE TERMS OR CONDITIONS OF USE OR DO NOT AGREE TO BE BOUND BY THEM, DO NOT PROCEED OR OTHERWISE USE THE iEXCHANGE SYSTEM. UNAUTHORIZED ACCESS TO THE iEXCHANGE SYSTEM IS PROHIBITED.

iEXCHANGE SYSTEM TERMS OF USE

1. These Terms of Use (the "Agreement") are between MEDecision, Inc. ("We", "Us" or "Our"), the group/practice entity that has been provided an ID (as defined in Section 4 below) using this System (as defined below) (the "Provider") and the Users (as defined in Section 2 below) (the Provider and Users shall collectively be "You" or "Your"). This Agreement governs the use of the iEXCHANGE(tm) processing system, including without limitation, all software, insurance codes, graphics, logos, text, documentation, user guides, databases and compilations of all materials other than Patient Information (as defined in Section 6), enhancements, bug fixes, upgrades,

If you select **I agree**, the *iEXCHANGE Administrator* page displays. If you do not agree to the terms of usage, and select the **I don't agree** button, a message box denying you access to the administrative functions appears.

After selecting **I agree**, you can then choose the following links on this page to perform administration tasks: **Group Administration, Account Administration, Submitting Providers, Frequent Procedures, Frequent Diagnoses, Frequent Providers.**

iEXCHANGE Administrator

Choose from the links below to perform administration tasks.

Administer provider group: 3606

▶ [Group administration](#)

Click the **Group Administration** link above to enter or edit information about your iEXCHANGE Provider Group.

▶ [Account administration](#)

Click the **Account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

▶ [Submitting providers](#)

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

▶ [Frequent providers](#)

Click the **Frequent providers** link above to set up a shortlist to be used in iEXCHANGE to hold the providers your Provider Group most often uses.

▶ [Frequent procedures](#)

Click the **Frequent procedures** link above to set up a shortlist to be used in iEXCHANGE to hold the procedure codes your Provider Group most often uses.

▶ [Frequent diagnoses](#)

Click the **Frequent diagnoses** link above to set up a shortlist to be used in iEXCHANGE to hold the diagnosis codes your Provider Group most often uses.

Account administration: functionality allows you, the administrative user, to add new and edit existing user accounts associated with your Provider Group.

Select “Account Administration”.

iEXCHANGE Administrator
Choose from the links below to perform administration tasks.

Administer provider group: 3606

▶ **Group administration**

Click the **Group Administration** link above to enter or edit information about your iEXCHANGE Provider Group.

▶ **Account administration** ←

Click the **Account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

Add New User

Select “Add new user”.

Account Administration
This page contains a list of the Accounts currently associated with your Provider Group. Select the user you wish to edit and click **Edit user** to modify an existing user's data. Click **Add new user** to add a new account user to this list.

Edit an existing user or add a new user.

To edit an existing user, select the radio button next to the user name then click the Edit user button. To add a new user, click the Add new user button.

Results 1 of 1 [next](#) »

	User name	Logon ID	User role	Current status
<input checked="" type="radio"/>	KePRO AdminUser			ACTIVE

[next](#) »

Username and Password

Requested Logon ID: Use this field to assign an ID the user will use to access iEXCHANGE.

Password: Enter the confidential password the user will use, in conjunction with the Logon ID, to access iEXCHANGE.

Confirm Password: Re-enter the password to verify the correct spelling/characters.

User Profile Information

First Name: Enter the user's first name.

Middle Name (optional): Enter the user's middle name, if applicable.

Last Name: Enter the user's last name.

Suffix (optional): Enter a suffix for the user (i.e., MD, PhD, Sr.).

Status: Enter the user's status (i.e., Active, Inactive). Select option from the drop-down list.

Assign Admin Privileges: Enter the provider user's role (i.e., System Administrator, Staff). Choose option from the drop-down list.

A system administrator user will have access to the entire preferences menu, including the options to add/edit provider, add/edit users, etc. A staff user will only have the option to change their own password.

The screenshot shows a web form titled "Add Account Information" with a dark green header. Below the header is a paragraph of instructions: "Enter all relevant account user information including the First, Middle and Last Name, Login Information, User Role and Status. Once you add the correct information, click **Submit**." The form is divided into two sections by a horizontal line. Section 1, labeled "1 Enter logon and password information" with a right-pointing arrow, contains three text input fields: "Requested logon ID", "New password", and "Confirm new password". Section 2, labeled "2 Enter user profile information" with a right-pointing arrow, contains six fields: "First name", "Middle name", "Last name", "Suffix" (a text input with a dropdown arrow), "Status" (a dropdown menu), and "Assign admin privileges" (a dropdown menu). At the bottom right of the form is a grey bar containing two buttons: "Submit" and "Cancel". An arrow points from the "Submit" button to the text below.

When you are finished entering information, click the **Submit** button at the bottom of the page. A message will display "Your update was successful".

Click the **Done** button to return to the *Account administration page*, where you can add or edit another user account.

Edit Existing User

To edit an existing Provider User account, click on the radio button next to the name of the account user whose information you wish to edit.

The screenshot shows the 'Account Administration' page. At the top, there is a header with the title 'Account Administration' and a description: 'This page contains a list of the Accounts currently associated with your Provider Group. Select the user you wish to edit and click **Edit user** to modify an existing user's data. Click **Add new user** to add a new account user to this list.' Below the header, there is a section titled 'Edit an existing user or add a new user.' with instructions: 'To edit an existing user, select the radio button next to the user name then click the Edit user button. To add a new user, click the Add new user button.' The main content area shows 'Results 1 of 1' and a table with the following data:

	User name	Logon ID	User role	Current status
<input checked="" type="radio"/>	KePRO AdminUser			ACTIVE

At the bottom of the page, there are three buttons: 'Edit user', 'Add new user', and 'Cancel'. A 'next >' link is also visible on the right side of the table.

Next, choose the **Edit user** option at the bottom of the page, the *Edit account information* page opens. The following fields are available for edit.

Password

New password: Enter the new password you would like to assign to the user's account.

Confirm new password: Re-enter the new password to verify the correct spelling/characters.

User Must Change Password: This option is selected by default, which will force the user to change their password on next login, if you change their password. If you uncheck this box, the user will not be forced to change their password.

User Profile Information

First Name: Enter the user's first name.

Middle Name (optional): Enter the user's middle name, if applicable.

Last Name: Enter the user's last name.

Suffix (optional): Enter a suffix for the user (i.e., MD, PhD, Sr.).

Status: Enter the user's status (i.e., Active, Inactive). Select option from the drop-down list.

Assign Admin Privileges: Enter the provider user's role (i.e., System Administrator, Staff). Choose option from the drop-down list.

A system administrator user will have access to the entire preferences menu, including the options to add/edit provider, add/edit users, etc. A staff user will only have the option to change their own password.

Edit Account Information

Enter all relevant account user information including the First, Middle and Last Name, Login Information, User Role and Status. Once you add the correct information, click **Submit**.

1

Edit password information

→

Logon ID	
New password	<input type="text"/>
Confirm new password	<input type="text"/>
User must change password	<input checked="" type="checkbox"/>

2

Edit user profile information

→

First name	<input type="text" value="KePRO"/>
Middle name	<input type="text"/>
Last name	<input type="text" value="AdminUser"/>
Suffix	<input type="text" value=""/>
Status	<input type="text" value="ACTIVE"/>
Assign admin privileges	<input type="text" value="System administrator"/>

→

When you are finished editing the user's account information, click the **Submit** button at the bottom of the page. You will see a message "Your update was successful".

Click the **Done** button to return to the *Account administration page*, where you can add or edit another user account.

Submitting Providers: functionality allows you, the administrative user, to set up a list of Submitting Providers to be used in iEXCHANGE® Web. The Submitting Providers you add should correspond to health care providers within your iEXCHANGE® Web Provider Group. At least one Submitting Provider must be set up in order to perform a transaction in iEXCHANGE® Web.

Select the "**Submitting providers**" link.

iEXCHANGE Administrator

Choose from the links below to perform administration tasks.

Administer provider group: 3606

▶ Group administration

Click the **Group Administration** link above to enter or edit information about your iEXCHANGE Provider Group.

▶ Account administration

Click the **Account administration** link above to enter or edit information about account users for your iEXCHANGE Provider Group. New users of iEXCHANGE can be set up here.

▶ Submitting providers ←

Click the **Submitting providers** link above to enter or edit information about the providers for which an iEXCHANGE transaction can be submitted. Submitting providers should correspond to healthcare providers within your iEXCHANGE Provider Group. At least one Submitting provider must be set up in order to perform a transaction in iEXCHANGE.

Add Submitting Provider

Select “Add new provider”.



HELP | PREFERENCES

Jennifer Bitterman log out

Starting point

Change password

iEXCHANGE administrator

Submitting providers list

This page contains a list of the Submitting Providers currently associated with your Administrative Group. Click **Add New Provider** to add a new provider to this list. Click **Edit** to modify an existing provider's data. Click **Delete** to remove an existing provider from the list.

Organization or Provider name	Roles
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→

Step One

Complete step one by entering the provider identification information for the provider you are adding. The following fields are available for entry.

Submitting Provider is an Organization: If the provider you are adding is an organization, you will need to enter the organization's name only. Skip the remaining fields in step one.

Submitting Provider is a Person: If the provider you are adding is a person, do not enter any information in the Organization name field. **Complete the following fields:** *Fields marked with an * are required.*

First name: Enter the provider's first name.

Middle initial (optional): Enter the provider's middle name.

Last name: Enter the provider's last name.

Suffix (optional): Choose the appropriate suffix from the drop-down list (i.e., MD, PhD, Sr.).

Address 1: Enter the provider's address.

Address 2 (optional): Enter any further address information.

City: Enter the city in which the provider resides.

State: Select the state in which the provider resides from the drop-down box.

Zip Code (optional): Enter the provider's zip code.

Phone: Enter the provider's telephone number.

Extension: Enter the provider's telephone extension number, if applicable.

Tax ID (optional): Enter the provider's Tax ID number.

When you are finished entering the provider identification information, click the **Next step** button at the bottom of the page. The *Setup submitting provider - Step 2 page* will display.

Setup submitting provider

Enter all relevant provider information including the Organization Name OR the Provider First, Middle, and Last Name , address information, phone numbers and Tax ID. Once you add the correct information, click **Next Step** to continue.

1

Step 1: Submitting provider information

Organization name *	<input type="text"/>
- OR -	
First name *	<input type="text"/>
Middle initial	<input type="text"/>
Last name *	<input type="text"/>
Suffix	<input type="text"/>

Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State *	<input type="text"/>
Zip code	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> - <input type="text"/> - <input type="text"/> Extension <input type="text"/>

Tax ID	<input type="text"/>
Universal provider ID	<input type="text"/>

Step Two

Complete step two by entering the following information:

Payer: Select the payer this provider is to be associated with from the Payer drop-down box.

MCO Provider ID: Enter the Medicaid Provider ID this provider has been assigned by DMAS.

Mark as Default: Choose the "Mark as default.." option if you wish to have the Submitting Provider you are entering "pre-selected" when the Certification Inpatient Authorization, Certification Other Authorization, and Referral Authorization pages are displayed. Note: You can only have one Default Submitting Provider per Payer. When you are finished entering information, click the **Add to list** button. The provider list at the bottom of the page will be updated with the new provider information.

Click **Save** to save the provider information you entered. You will be returned to the *Setup submitting provider page*.

If you are finished working with the Submitting Providers functionality, click the **Cancel** button to return to the *iEXCHANGE administrator page*.

Setup submitting provider

Use this page to associate the selected provider with any number of Payer organizations -- with a unique provider ID for each payer, if necessary. (1) Select the payer from the list. (2) Enter the correct ID number for this provider for the selected payer. (3) Enter a supplemental ID number for this provider for the selected payer, if necessary. (4) Click **Add to List**. (5) Click **Save** when finished adding IDs. You can delete payers from the list by clicking the **Delete** button next to the listed payer.

2

Step 2:
MCO provider ID setup

test, test

A Select a payer:

Payer*

B Provider ID:

MCO Provider ID*

Supplemental Provider ID

Mark as Default Submitting provider

Add to list

When this provider is filed they will be immediately available to users for the submission of referral, inpatient and other requests. The provider will not be available in Treatment Search until the Managed Care Organization has approved the submitting provider for use in Treatment Search transactions. If the Managed Care Organization determines that the submitted Provider ID is not correct or not appropriate, then the provider will be removed from the list of available submitting providers for referral, inpatient and other requests.

Providers for the group:

	Payer	ID	Supplemental	Roles



Save

Clear form

Cancel

Edit Submitting Provider: The Edit Provider functionality allows you to edit the information associated with an existing Submitting Provider.

Select **“Edit”** next to the Submitting Provider you wish to edit.

The steps involved in editing an existing Frequent Provider are the same as those listed in the **Add Provider** section above.

Starting point

[Change password](#)

iEXCHANGE administrator

Submitting providers list

This page contains a list of the Submitting Providers currently associated with your Administrative Group. Click **Add New Provider** to add a new provider to this list. Click **Edit** to modify an existing provider's data. Click **Delete** to remove an existing provider from the list.

	Organization or Provider name	Roles
<div style="display: flex; gap: 5px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>	Neighbors Place	SUBPROV

Delete Submitting Provider

When you choose the **Delete** button next to the Submitting Provider you want to delete, the provider will be permanently removed from the Submitting Providers list.

If you are finished working with the Submitting Providers functionality, click the **Cancel** button to return to the *iEXCHANGE administrator page*.

Changing the Default Submitting Provider: To modify an existing Submitting Provider to make it the Default or change it so that it is no longer the Default.

NOTE: Only one provider can be listed as a default at a time. If you are changing the default from one provider to another, select the provider that is currently the default first. You must change the default provider status to not include the default before you set another provider as the default.

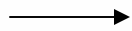
Select the **"Edit"** button next to the Submitting Provider you wish to modify.

Starting point	Change password	iEXCHANGE administrator			
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Submitting providers list

This page contains a list of the Submitting Providers currently associated with your Administrative Group. Click **Add New Provider** to add a new provider to this list. Click **Edit** to modify an existing provider's data. Click **Delete** to remove an existing provider from the list.

	Organization or Provider name	Roles
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Neighbors	SUBPROV
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	New	SUBPROV
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Richmond	SUBPROV



Select "Next step".

Setup submitting provider

Enter all relevant provider information including the Organization Name OR the Provider First, Middle, and Last Name , address information, phone numbers and Tax ID. Once you add the correct information, click **Next Step** to continue.

1 Step 1: Submitting provider information

Organization name*

- OR -

First name*

Middle initial

Last name*

Suffix

Address 1

Address 2

City

State*

Zip code -

Phone - - Extension

Tax ID

Universal provider ID

→

Scroll to the bottom of the *page*. Review the Submitting Providers listed in the "Providers for the group:" grid.

1. Write down the payer name and the provider ID number listed for the "Providers for the group" you want to delete.
2. Select the **Delete** button next to the Submitting Provider you wish to modify.
3. Use the Payer drop-list to select the same Payer that you wrote down in Step 1.
4. In the MCO Provider ID text box, enter the same Provider ID that you wrote down in Step 1.
5. Select **Add to list**. You will see the "Providers for the group" update with a new line.
6. Select **Save**.

2 Step 2: MCO provider ID setup

New

A Select a payer:

3 Payer*

B Provider ID:

4 MCO Provider ID* Supplemental Provider ID

Mark as Default Submitting provider

5 Add to list

When this provider is filed they will be immediately available to users for the submission of referral, inpatient and other requests. The provider will not be available in Treatment Search until the Managed Care Organization has approved the submitting provider for use in Treatment Search transactions. If the Managed Care Organization determines that the submitted Provider ID is not correct or not appropriate, then the provider will be removed from the list of available submitting providers for referral, inpatient and other requests.

Providers for the group:

2

	Payer	ID	Supplemental	Roles
1	Virginia Medicaid P.A. - Train	004947746		SUBPROV(Default)

6

Save Clear form Cancel

To make another provider the default provider, follow steps 1-6 again for the provider. Except before you select 'Add to list' mark the check box "Mark as Default Submitting provider."

Frequent Providers

Filter List of Providers: You can filter the list of Frequent Providers so that only providers of a certain type are displayed on the *Setup frequent providers page*.

Select the type of provider you would like displayed in the list from the **Provider type** drop list

Select **Go**.

HELP | PREFERENCES Jennifer Bitterman log out

Starting point Change password iEXCHANGE administrator

Frequent providers list

This page contains a list of the Frequent Providers currently associated with your Administrative Group. Click **Add New Provider** to add a new provider to this list. Click **Edit** to modify an existing provider's data. Click **Delete** to remove an existing provider from the list.

Provider type: Attending ▼ Go

	Organization or Provider name	Roles
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Warren	ATTPROV
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Adolphus	ATTPROV

The filter functionality allows you to display:

- **All** providers that have been added to the Frequent Providers list
- Only **Attending** providers that have been added to the Frequent Providers list
- Only **Facility** type providers that have been added to the Frequent Providers list
- Only **Servicing** providers that have been added to the Frequent Providers list

Add Provider: The Add New Provider functionality allows you to add a new Frequent Provider.

Select **Add new provider**.

Starting
point[Change
password](#)**iEXCHANGE
administrator**

Frequent providers list

This page contains a list of the Frequent Providers currently associated with your Administrative Group. Click **Add New Provider** to add a new provider to this list. Click **Edit** to modify an existing provider's data. Click **Delete** to remove an existing provider from the list.

Provider type: <input type="text" value="Attending"/> <input type="button" value="Go"/>		Organization or Provider name	Roles
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Warren	ATTPROV
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Adolphus	ATTPROV

Step One

Complete step one by entering the provider identification information for the provider you are adding. The following fields are available for entry.

- **Frequent Provider is an Organization:** If the provider you are adding is an organization, you will need to enter the organization's name only. Skip the remaining fields in step one.
- **Frequent Provider is a Person:** If the provider you are adding is a person, do not enter any information in the Organization name field. **Complete the following fields:**
 - **First name:** Enter the provider's first name.
 - **Middle initial (optional):** Enter the provider's middle initial.
 - **Last name:** Enter the provider's last name.
 - **Suffix (optional):** Enter the provider's suffix.

Starting
pointChange
passwordiEXCHANGE
administrator

Setup frequent provider

Enter all relevant provider information including the Organization Name OR the Provider First, Middle, and Last Name. Once you add the correct information, click **Next Step** to continue.

1**Step 1:**
Submitting provider
information

Organization name*

- OR -

First name*

Middle initial

Last name*

Suffix

Next step

Cancel

Select **Next step**.

Step Two

Complete step two by entering the following information:

- **Payer:** Select the payer this provider is to be associated with from the Payer drop-down box.
- **MCO Provider ID:** Enter the Medicaid Provider ID this provider has been assigned by DMAS.
- **Provider Role:** Choose the role you wish to assign to the provider. Providers can be assigned one or more roles.
- **Mark as Default:** Choose the "Mark as default.." option if you wish to have this provider appear as the default for the role you have assigned. You can only have one default per Provider Role type.

Select **Add to list**.Select **Save**.

2

Step 2: MCO provider ID setup

test

A Select a payer:

Payer*

B Provider ID:

MCO Provider ID*

Supplemental Provider ID

C Select provider roles:

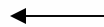
Provider Role

- Servicing provider
 Attending physician
 Facility

Mark as default for the role in the group

-

Add to list



Providers for the group:

	Payer	ID	Supplemental	Roles

Save

Clear form

Cancel

Edit Provider: The Edit Provider functionality allows you to edit the information associated with an existing Frequent Provider.

1. Select **Edit** next to the Frequent Provider you wish to edit
2. The steps involved in editing an existing Frequent Provider are the same as those listed in the **Add Provider** section above.

Delete Provider

Select **Delete** next to the Frequent Provider you want to delete, the provider will be permanently removed from the Frequent Providers list.

Frequent Procedures

Add Procedure

1. Select **Add to list**.
2. Enter **Procedure code**: Enter the procedure code for the procedure you would like to add to the Frequent Procedures list.
3. Enter **Procedure description**: Enter the procedure description for the procedure you would like to add to the Frequent Procedures list (up to 45 characters in length).
4. Select **Save**.

Edit Procedure

1. Select the **Edit** option next to a listed procedure.
2. Edit **Procedure description**: You can only edit the procedure description. Edit the existing description or enter a new procedure description (up to 45 characters in length).
3. Select **Save**.

Delete Procedure

1. Select the **Delete** button next to the procedure you want to delete, the procedure will be permanently removed from the Frequent Procedures list.

Frequent Diagnosis

Add Diagnosis

1. Select Add to list
2. Enter Diagnosis code: Enter the diagnosis code for the diagnosis you would like to add to the Frequent Diagnoses list.
3. Enter Diagnosis description: Enter the diagnosis description for the diagnosis you would like to add to the Frequent Diagnoses list (up to 45 characters in length).
4. Select Save.

Edit Diagnosis

1. Select Edit option next to a listed diagnosis.
2. Edit the Diagnosis description
3. Select Save.

Delete Diagnosis

1. Select Delete button next to the diagnosis you want to delete, the diagnosis will be permanently removed from the Frequent Diagnoses list.

Frequent Provider