

Add an Address Book Specialty

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Version 14.19

Path: Practice Management tab > More button (Customize group) > Address Book Specialties

To add a new specialty or category to the Descriptor drop-down menu in the Address Book, follow these instructions.

1. Navigate to the Address Book Specialty Descriptors window by following the path above.
2. Click the **Add** button  .
3. Enter in the **Specialty Name**, **Taxonomy** (if applicable), and **Sort #**.
4. Click the **Save** button  .

Version 14.10

To add a new specialty or category to the Descriptor dropdown in the Address Book, follow these instructions.

1. Click **Utilities > Manage Codes > Address Book Specialties**.
2. At the top where it says "**Click here to add a new specialty**" type in a new descriptor and **Sort** number.
3. Click the **Post Edit** button  to save.

 **Note:** To sort by Specialty name or Sort number click on the column.