Address Book

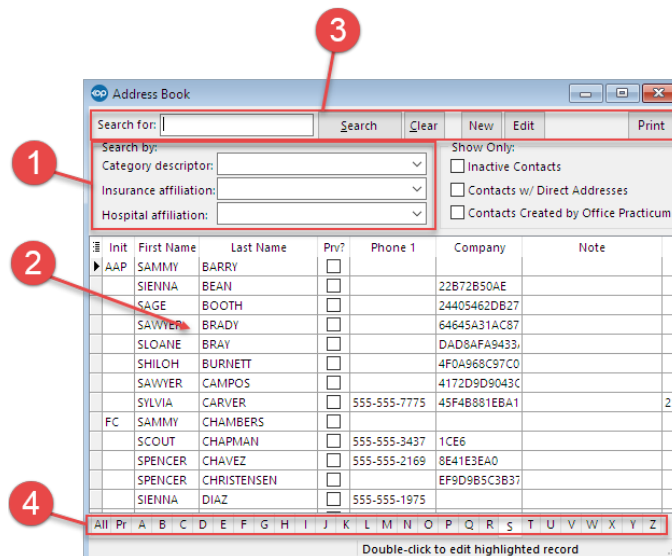Last Modified on 07/30/2021 1:33 pm EDT

Version 20.13

> *This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the* **Related Articles** *section at the bottom of this page.*

About the Address Book

> **Path: Clinical or Practice Management tab > Address Book button**

The Address Book houses and displays information for all of the following:

- Your practice's providers and staff members
- Providers and professionals from other practices, such as referred to specialists
- Pharmacies, hospitals, and other institutions
- Websites and patient resource information

Address Book Map

Number	Section	Description
1	Search Criteria	The Search Criteria filters and groups contacts in the contact list when performing a search.
2	Contact List	The Contact List displays the contacts in the address book. Displayed records are based on the Address Book search criteria. Columns can be added to or removed from the grid using the **Show/Hide Column** button . 📌 **Note:** The **Last Updated By** and **Last Updated** columns in the Pharmacy category are populated by the automatic update process behind the scenes between OP and Surescripts.
3	Function buttons	The function buttons are used to search for a contact, clear search criteria, add a contact, and print a contact list.

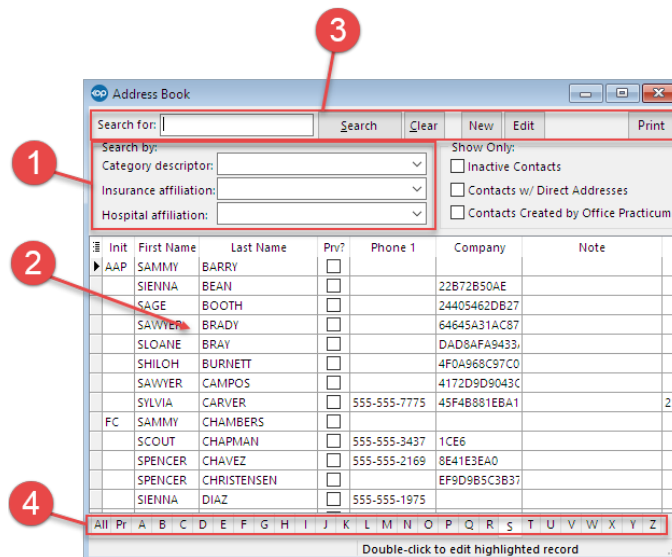| 4 | Sort tabs | The alphabetic tabs at the bottom of the Address Book sort the contacts alphabetically. Two other tabs list all the contacts (All) or just providers (Prv). |

About the Address Book

Path: Clinical or Practice Management tab > Address Book button

The Address Book stores and displays information for all of the following:

- Your practice's providers and staff members
- Providers and professionals from other practices (i.e. referred specialists)
- Pharmacies, hospitals, and other institutions
- Web sites and patient resource information

Address Book Map

Number	Section	Description
1	Search Criteria	The Search Criteria filters and groups contacts in the contact list when performing a search.
2	Contact List	The Contact List displays the contacts in the address book. Displayed records are based on the address book search criteria.
3	Function buttons	The function buttons are used to search for a contact, clear search criteria, add a contact, and print a contact list.
4	Tabs	The Tabs at the bottom of the address book split the contacts alphabetically. Two other tabs list all the contacts (All) or just providers (Prv).