

Edit Address

Last Modified on 09/15/2022 8:15 am EDT

Version 20.17

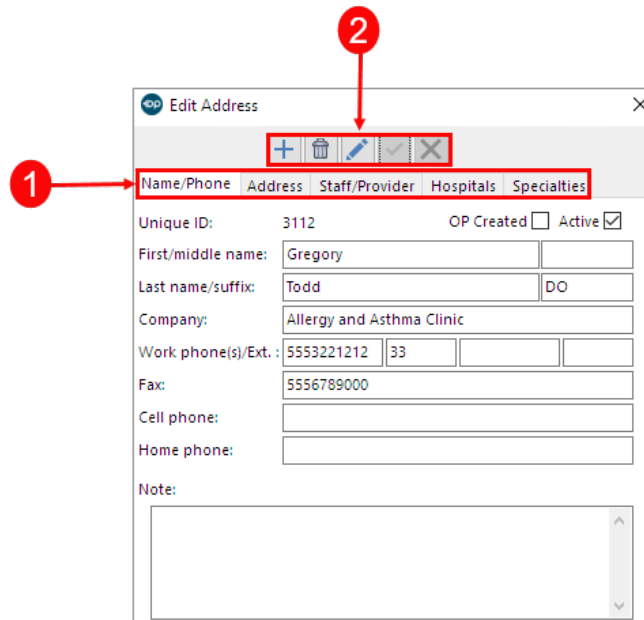


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Edit Address

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

Entries in the Address Book can be used when composing letters, creating referrals, and establishing the association of staff as Care Coordinators for PCMH. The Edit Address window enters or alters contact information in the Address Book.



Edit Address Map

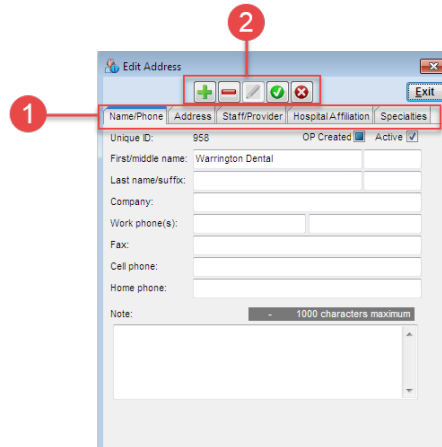
Number	Section	Description
1	Contact Information tabs	The Contact Information tabs provide the fields to add or edit a Contact. You can enter the name, phone number, address, staff/provider, hospital affiliation, and specialties.
2	Function Buttons	The function buttons add a record, delete a record, edit a record, save changes, or cancel the changes.

Version 20.16

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Path: Smart Toolbar > Address Book button > Edit button

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