

How do I add a new location for my practice?

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Before you add a new location in the OP software, please contact your Client Account Manager. Once you have consulted with your Client Account Manager, follow the links below to add a new location.



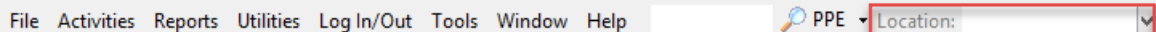
Note: Larger practices with multiple sites may need to add a new **location**. Do not add a new **practice** to your OP (implying multiple tax IDs and practice NPIs, multiple OP instances, multiple portal setups, and more) unless you have been instructed by OP staff to do so. Improperly adding a **practice** when you should have added a **location** may cause your portal to malfunction.

Some of the items to complete when adding a new location (or relocating an existing location) include (but are **not** limited to):

- Add the new location information to the **Practices and Locations** window.
- Enable the multi-location feature.
- **Assign staff members** to the new location (see step 11): Users will only be able to log into locations in which they have been assigned in the Staff/Provider Directory.



Example: If you have been assigned to multiple locations, a Location drop-down menu will be displayed when you log in. If you travel between locations in the same day, the Location drop-down menu at the top of OP must be changed to the correct working location. This menu also impacts the Vaccine Inventory as immunizations are administered.



- Configure your Practice's schedule to include the providers who will see patients in the new location:
 - **Add providers** to the new location's schedule.
 - Move a provider's **schedule template** to the new location.
 - **Copy slots** from a current location and paste them in the schedule for the new location.