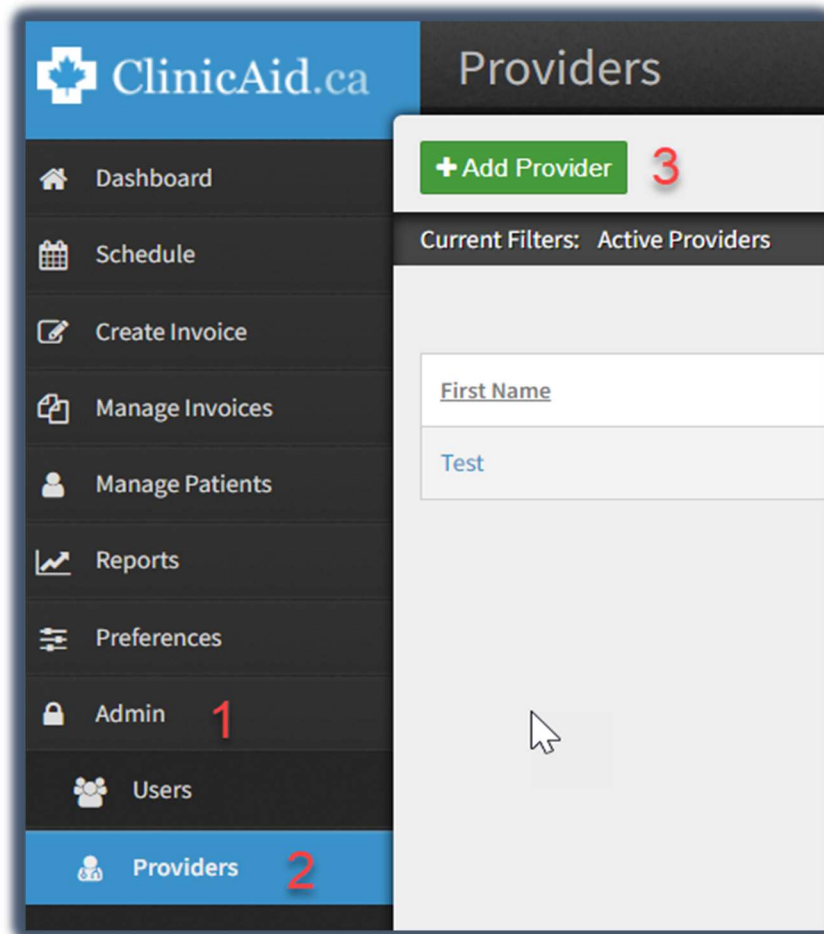


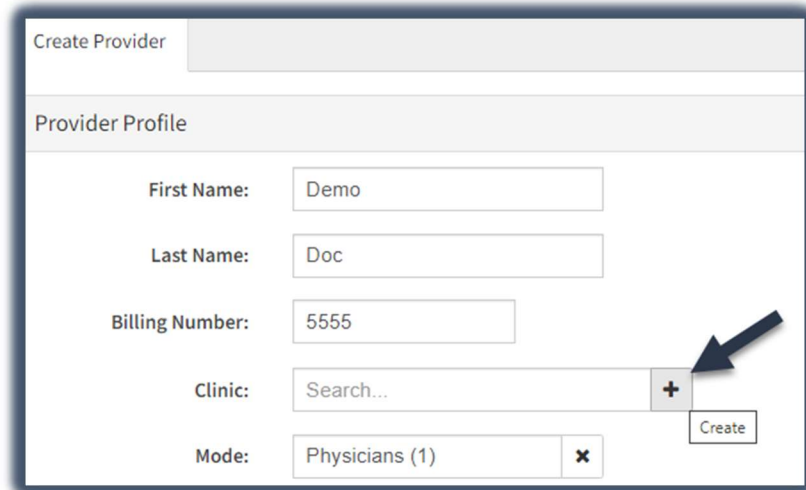
## Adding your Unique Clinic Number to your ClinicAid account:

1. From the left side panel click on Admin
2. Select Providers
3. Click on the green +Add Provider



From here you'll want to add the same information as you have on your current provider record i.e., name, billing number, mode, etc.

Click on the + sign under Clinic (create):

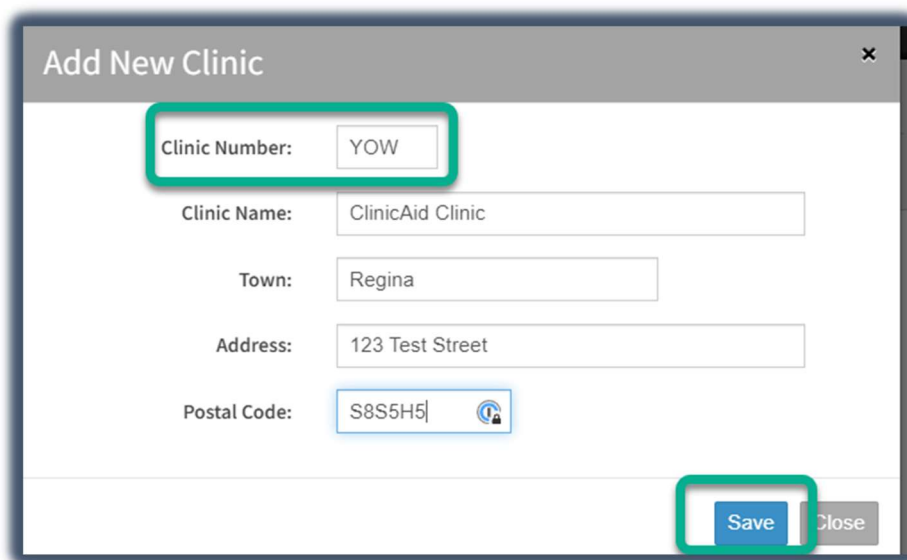


The screenshot shows a 'Create Provider' form with the following fields:

- First Name: Demo
- Last Name: Doc
- Billing Number: 5555
- Clinic: Search... (with a '+' button to its right)
- Mode: Physicians (1) (with an 'x' button to its right)

A blue arrow points to the '+' button next to the Clinic field. A 'Create' button is located below the '+' button.

In the pop up add your new Unique Clinic Number, Clinic Name and Address information and click on Save.



The screenshot shows an 'Add New Clinic' pop-up form with the following fields:

- Clinic Number: YOW (highlighted with a red box)
- Clinic Name: ClinicAid Clinic
- Town: Regina
- Address: 123 Test Street
- Postal Code: S8S5H5 (with a location icon to its right)

'Save' and 'Close' buttons are located at the bottom right of the form. The 'Save' button is highlighted with a red box.

Your new and updated provider record should now show your updated Clinic Unique Number and Name:

**Demo Doc**

View Provider

Provider Profile

First Name: Demo

Last Name: Doc

Billing Number: 5555

Clinic: ClinicAid Clinic (YOW)

Mode: Physicians (1)

Location: Office (1)

Submission Type: Regular Submission (8)

Corporation Indicator: Practitioner Billing

Active:

\*\*Please note, when your claims that are associated with clinic number “000” have been cleared, you can deactivate that provider record. This will prevent confusion or mistakes when the switch to your unique clinic number is implemented.

To deactivate the record from the Providers section, click on the red box with the white X:

First Name	Last Name	Billing Number	Mode	Location	
Test Doc	Clinic 000	1234	1	1	