



## EMR Components Designed For Long Term Care

### Accessing Facility Contacts

This area is designed to manage for your facility information for the following types of contacts: Ambulance, Religious Facility, Hospital, Funeral Home, Pharmacy, and Attending Physician. It is vitally important to have as much of this information filled out as missing Attending Physician information will result in rejected claims. All facility contact types are managed with this screen.

### Facility Contacts

Facility:

Type:

List New

- Ambulance
- Religious Facility
- Hospital
- Funeral Home
- Pharmacy
- Attending Physician

ACTIVE CONTACTS:

Once in the Medeasy3 System click on the Admin icon, then click on the Facility Contacts button and Select the physician's information you want to update. To add a new physician click on the NEW button in the middle bar of the screen. To edit information for any facility contact click SELECT on the grid and then click EDIT. DELETE works in the same fashion.

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Admin

- EDI Specifications
- Facility Contacts**
- Facility Maintenance
- Insurance Companies
- Trust Funds
- User Maintenance

### Facility Contacts

Facility:

Type:

Logged on as: charlieh

List New Edit Delete

ACTIVE CONTACTS: [HIDE/SHOW INACTIVE CONTACTS](#)

	ID	Facility ID	Contact Name	Address-1	City	State	Phone	Active
Select	23	49	Doctor Groover	316 West Ave.	Rome	GA	706-555-4949	<input checked="" type="checkbox"/>
Select	1	49	Doctor Roberts	123 Main Street	Liburn	GA	404-925-4368	<input checked="" type="checkbox"/>
Select	32	49	Dr Taylor	789 North Apple Rd.	Rome	Ga	706-666-6666	<input checked="" type="checkbox"/>

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www.medeasyinc.com

Solution Questions  
info@medeasyinc.com

Support Questions  
support@medeasyinc.com



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At a minimum you need the information highlighted in red below. If any of this information missing will result in rejected claims. You will notice there is no entry for UPINs for physicians because they are not used any more.

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**Admin**

- Facility Contacts
- Facility Maintenance
- Trust Funds
- User Maintenance

### Facility Contact

Edit a contact for this facility

Save Close

Your existing attending physician name is in the "Company Name" field.

Contact Type	Attending Physician
Company Name	Name, A Doctor
First Name	A
Middle Name	Doctor
Last Name	Name
Name Suffix	
Address 1	
Address 2	
City	
State	
Postal Code	
Phone	
Cell Phone	
Email	
Status	Active
Comment	
NPI Number	0123456789

Please also fill in these new fields with physician's name and NPI number

If you have trouble accessing this area in the Medeasy3 System please call our office and we will be happy to ensure you have the proper rights to access this area.

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