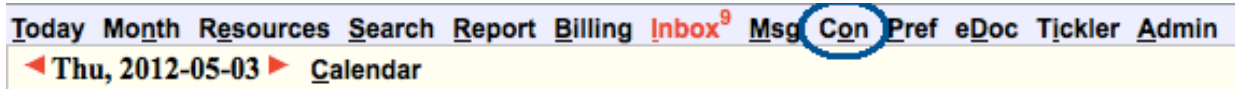# I N D I V I C A

Adding a Consultant

There are two steps for adding doctors so that you can create consultation requests for them. You will first have to add the specialist - then you will have to assign that specialist to his/her service or specialty.
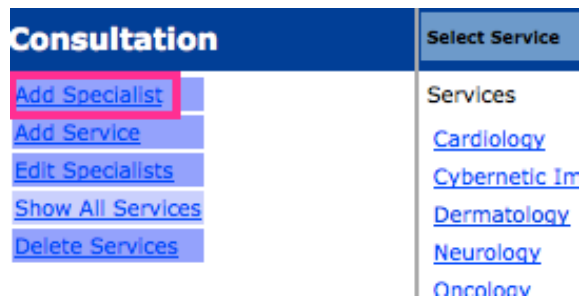
I. Adding a Specialist

1. Click on "Con" on the OSCAR main page.

2. A new window appears. Click on "Edit Specialist Listing" in the left-hand column.
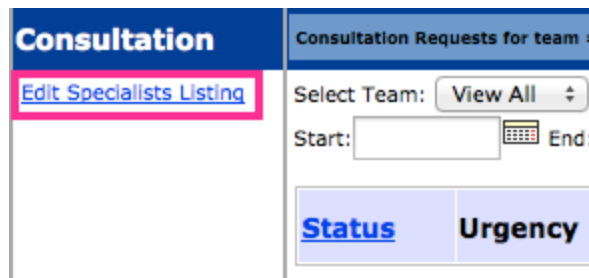
3. A new window appears. Click on "Add Specialist" on the left.

4. Enter in the specialist's details.
    Note: Required fields are first name, last name, address, and phone.
    Note: Annotation is a for clinic-use only and does not appear on consults. These notes will appear when a consultation request is written for that doctor.

5. When you are done, click "Add Specilist" at the bottom. A confirmation will appear in red at the top.
    Note: If an error appears, check that all required fields were entered.

I N D I V I C A

II. Assigning a Service to an External Provider

Warning: If this step is not done, you will not be able to choose your doctor on any consultation requests.

1. Follow Step 1 and 2 under Section *I. Adding a Specialist.*

2. Click on the service that applies to the doctor. See Section *III. Adding Additional Services*.
   Note: You can also bring up this list by clicking "Show All Services".

3. You will see a list of all the specialists in your system. Check off the name of the specialist to be added to the service. Click "Update these Services Specialists".
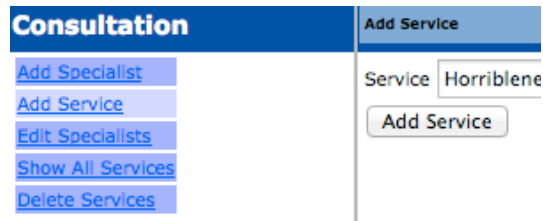
I N D I V I C A

Note: Any physicians that are checked off when you click "Update these Services Specialists" will be added to the service. Likewise, any physicians that you un-check will no longer be under the service when you click Update.

When you create a consultation request for a service, only the external physicians who are checked off for that service will appear.

III. Adding Additional Services

If a service is not available when you click Show All Services, you will need to add an additional service.

1. Follow Step 1 and 2 under section *I. Adding a Specialist*.

2. Click on Add Service on the left-hand column.

3. Type in the name of the service to add. Click the Add Service button.

4. Follow section *II. Assigning a Service to an External Provider* to assign the new service to the appropriate specialist.