

# Referring Provider

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**Classic View:** System Administration > Health > Referring Provider

**Search Terms:** Referring Provider Setup

Health Referring Providers are those individuals who provide medical services for the student. This tool is used to track and collect data for medical referring providers and those providers setup using this tool are used to populate provider information on a student's [Health Conditions](#) tool.

Referring Provider Setup ☆
Student Information > Health Administration > Referring Provider Setup

Save

Delete

New

Providers List

Name  
Girod, Sandy  
Peavey, Marie  
Zinger, Tracie  
Centrella, Nina

Provider Detail

Link to Person

▼

\*Name

Girod, Sandy

Agency

TestAgency

Address

City

State

Zip

Phone

( ) - x

Active

☒

NPI Number

45345345

NPI Enum Date

05/16/2019

Credential Suffix

Primary Taxonomy

56456456

Referring Provider Setup

See the [Health Administration Tool Rights](#) article for information about rights needed to use this tool.

## Referring Provider Fields

Field	Description
<b>Link to Person</b>	This dropdown is used to connect the manually entered person to a Census record. The Name field auto-populates with the person's name after selection in this dropdown.

Field	Description
<b>Name</b> <i>Required</i>	The first and last name of the person. Names can be manually entered and/or modified after auto-population.
<b>Agency</b>	The agency of the person.
<b>Address</b>	The street and number of the person's address.
<b>City</b>	The city portion of the person's address.
<b>State</b>	The state portion of the person's address.
<b>Zip</b>	The zip code portion of the person's address.
<b>Phone</b>	The phone number for the person.
<b>Active</b>	Indicates the person is an active service provider.
<b>NPI Number</b>	The person's National Provider ID. This is a unique 10-digit number for every medical provider across the nation.
<b>NPI Enum Date</b>	The date the NPI was assigned.
<b>Credential Suffix</b>	An abbreviated name of the provider's health credential.
<b>Primary Taxonomy</b>	The code that identifies the provider's specialty.

## Add New Referring Provider

1. Select the **New** button from the Referring Provider tool. A Provider Detail screen displays to the right of the Providers List.
2. When the person is currently a district employee and has the Health checkbox marked on the District Assignment tool, select the person's name from the **Link to Person** dropdown list. The information associated with that person auto-populates.
3. When the person is not currently a district employee, enter the **Name** of the provider.
4. Enter the **Agency Name** of this provider.
5. Enter the **Address, City, State, Zip** code and **Phone** number of the person.
6. Mark the **Active** checkbox. This selection indicates the provider is currently active and can be selected as a Medicaid provider.
7. Enter the **NPI Number**.
8. Enter the **NPI Enum Date** in *mmddyy* format, or click the calendar icon to select a date.
9. Enter the **Credential Suffix**.
10. Enter the **Primary Taxonomy**.
11. Click the **Save** button when finished. The service providers displays in the Provider list.

## Tool Rights

See the [Health Tool Rights](#) article for additional information.

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