Referring Provider

Last Modified on 02/03/2026 11:36 am CST

[Referring Provider Fields](#) | [Add New Referring Provider](#) | [Tool Rights](#)

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

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

Referring Provider Fields

Field	Description

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