

How to Add a Non ACO Care Team Member

User Support: HelpDesk@onecarevt.org or (802) 847-7220 Option 2

1. From the Patient Details screen, scroll down and select Care Coordination
Care Coordination
2. Scroll down to Care Team Members
3. Click on the grid in the right hand corner of the box



Name ↑	Role (To) ↑	Participation Type	Lead CC	Licensure 1 (Na...	Licensure 2 (Na...	Description
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4. Click add Care Team Member

 ADD CARE TEAM MEMBER

5. Input the name of the person you are adding to the Care Team



Connect To

Name *

6. Click on Look Up More Records



Connect To

Name *

No records found. Create a new record.

[Look Up More Records](#)

7. Choose New



8. Input First Name, Last Name, Job Title, Licensure, Contact info (If applicable)

First Name *	Kara	Job Title	School Nurse
Middle Name	--	Legal Business Name	--
Last Name *	Little		
Non-ACO	Yes		
Description	--		

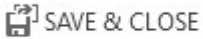
Additional Information

Specialty	--	Licensure 1	RN
TIN	--	Licensure 2	--
NPI	--		
Health Service Area	--		
TIN Name	--		

Contact Details

Email	--	Fax	--
Home Phone Number	--	Work Phone Number	802-888-0000

9. Click Save + Close



10. Select: Done

First Name *	<input type="text" value="Kara"/>
Last Name *	<input type="text" value="Little"/>

11. Click Save + Close

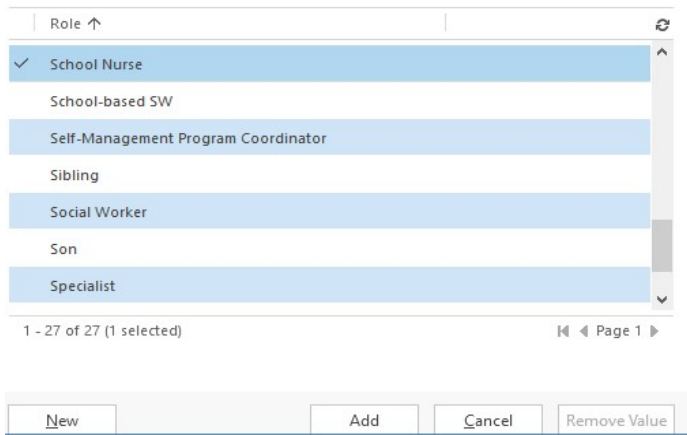


12. Select: Add

Full Name ↑	Email	Specialty	Primary P
✓ Kara Little			

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13. Select a Role from the dropdown, Click Add



14. Click Save + Close

