

# Adding Licensed Healthcare Provider's Name NOT in Welligent

## Communications Center > Contact Mgr - Individual

The screenshot shows the Welligent interface. At the top, there is a navigation bar with 'SHHS / MAA', 'Student Search', 'Welligent', 'Reports', 'My Alerts', and 'Log Out'. Below this is a 'My Desktop' section with a 'Daily Log' header. The 'Daily Log' section includes a location dropdown set to 'LAUSD CENTRAL OFFICE', a date displayed as '28-FEB-2023', and a student last name field. Below these are checkboxes for 'Show Overdue Events', 'Limit to Uncompleted Events', and 'Limit to My Events'. A table of encounters is displayed with columns for '#', 'Actions', 'Student/Group Name', 'Encounter', 'Scheduled Time', and 'Time In/Out'. The table contains three rows of encounter data. To the right of the table is a 'Communications Center' sidebar with a '307' notification badge. The sidebar includes a 'Summary' section with a '1' notification badge and a list of items: 'Announcements', 'Calendar', 'Contact Mgr - Agency', 'Contact Mgr - Individual', 'Downloads', and 'Mailbox'. The 'Contact Mgr - Individual' item is circled in red. To the right of the sidebar is a 'Today at a Glance' section with various tool icons, including 'Scheduling Tools', 'My Recent Clients', 'Communications Center' (with a '30' notification badge), 'My Report Hotlist', 'My Toolbox', and 'My Actions'.

Click **New**

The screenshot shows a close-up of the 'New' button in the Welligent interface. The button is located in a blue header bar and is circled in red. Above the button, the text 'Welcome back, Apolonia Tolentino!' is visible, along with a settings icon and a help icon.

Complete Numbers 1,2,3. Click **Save**

The screenshot shows the 'New Outside Provider' form in the Welligent interface. The form is titled 'Contact Details - New' and includes a 'Save' button circled in red. The form fields are: 'Title' (dropdown), 'First Name' (text input, circled in red with '1'), 'Middle Initial' (text input), 'Last Name' (text input, circled in red with '2'), 'Suffix' (text input), 'Contact Type' (dropdown), 'Contact Status' (dropdown, set to 'Active'), and 'Organization' (text input, circled in red with '3'). A map is displayed on the right side of the form. The 'Save' button is circled in red with a '4' notification badge.