

Preferred Providers for Division

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Users with certain roles that include administrative rights for their facility may be able to access the Division Settings page to select the list of preferred providers for their facility.

The Division Settings page is accessed through System Settings, by clicking Regional Settings on the left. The Division Settings page replaces the Regional Settings page when appropriate, according to your role and/or rights.

Note: One or more lists of preferred providers must be established before you can change this setting.

To set or change preferred providers for your division

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Regional Settings**. The *Division Settings* page opens.
3. In the *Preferred Providers* area, in the **Mobile Providers** list, click the name of the list you want available to facility users.
4. In the *Preferred Providers* area, in the **Provider Facilities** list, click the list you want available to facility users.
Tip: You can select the same list for both Mobile Providers and Provider Facilities.
5. Click **Save**.