

Create a Mobile Provider

[Home](#) > [EMTrack](#) > [EMTrack Providers](#) > [Create a Mobile Provider](#)



As you create a new mobile provider, you can add it to one or more preferred provider lists.

Dashboard

Filters

Patient

Incidents

Reports

Property

Locate

Transp

▼ Users & Devices

Users

Desktop Licenses

Download EMTrack Lite

▼ Providers

Provider Facilities

Mobile Providers

Preferred Providers

▼ Labels

File Labels

Facility Labels

Mobile Providers

New mobile provider

Print

	Name
X	American Medical Response
X	Central City EMS
X	Chicago Fire
X	City EMS
X	Community EMS
X	Demo EMS
X	DoD Contract
X	East City Opioid Coaches
X	FEMA Commercial Air

Note: For information on adding this mobile provider to your preferred providers, refer to Preferred Providers. For information about labels, refer to Mobile Organization Labels.

Creating a mobile provider includes the following steps:

- Name and describe the provider
- Specify general information
- Specify location information
- Define units or vehicles
- Add to preferred provider lists

To name the new provider

1. On the upper right, click **System Settings**.
2. On the left, under *Providers*, click **Mobile Providers**. The *Mobile Providers* page opens.
3. Click **New mobile provider**. The *New mobile provider* window opens.
4. Enter the **Name**.
5. Enter the **Description**.

To specify general information

1. Click the **General Information** tab.
2. Enter the **Agency Number**.
3. Select one or more **Labels**.
4. To add a phone number:
 - a. Click **Add Phone Number**. The section expands.
 - b. Enter the **Phone Number**.
 - c. If appropriate, enter a **Description**.
 - d. Repeat these steps to add another phone number.

To specify location information

1. Click the **Location Information** tab.
2. Enter the mobile provider's information in the **Street Address**, **City**, **State**, and **Postal Code** fields.

To define units

1. Click the **Units** tab.
2. To add a new vehicle:
 - a. Click **New Vehicle**. The row opens in the table.
 - b. Enter the unit **Name / Number**.
 - c. If appropriate, enter a **Description**.
 - d. Repeat these steps to add another vehicle.

To add to preferred provider lists

1. Click the **Preferred Providers** tab.
2. Select one or more preferred provider lists.
3. Click **Save**.