

Create a Preferred Provider List

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



Every list you create must have at least one provider of each type: facility and mobile.

New Preferred Provider List

Preferred Providers List - Create New

General Information

Name*: Preferred Providers

Description:

Provider Facilities*

Ashville Rehab Hospital	→	Dragon AFB Hospital
Beale AFB Hospital	→	Dyess AFB Hospital
Boston Medical Center	→	Mee Memorial Hospital
Creech AFB Hospital	→	
Davis-Monthan AFB Hospital	→	
Ellsworth AFB Hospital	→	
Elmhurst Hospital	→	
Fort Belvoir Hospital	→	

Mobile Providers*

American Medical Response	→	Central City EMS
Chicago Fire	→	City EMS
Demo EMS	→	Community EMS
DoD Contract	→	
East City Opioid Coaches	→	
FEMA Commercial Air	→	
Metro EMS	→	
Northwest EMS	→	

Save Cancel

To create a list

1. On the upper right, click **System Settings**.
2. On the left, under *Providers*, click **Preferred Providers**. The *Preferred Providers* page opens.
3. Click **New Preferred Provider List**. The *Preferred Providers List - Create New* window opens.
4. Enter the **Name**.
5. If appropriate, enter a **Description**.
6. In the **Provider Facilities** section:
 - a. In the left pane, select the providers you want to include and click the right arrow. The providers are moved to the right pane.
 - b. In the right pane, use the up and down arrows to change the order of providers.
7. In the **Mobile Providers** section:
 - a. In the left pane, select the providers you want to include and click the right arrow. The providers are moved to the right pane.
 - b. In the right pane, use the up and down arrows to change the order of providers.
8. Click **Save**.