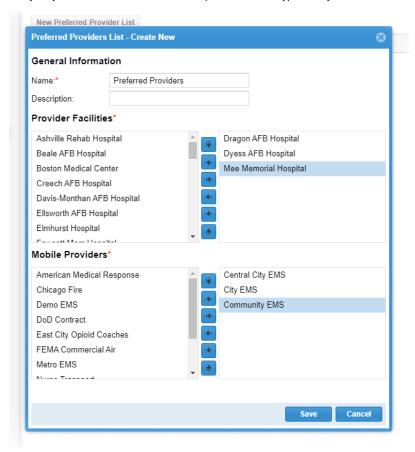
Create a Preferred Provider List



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



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.