

Doctor Add Instructions

Available Here: <https://sightpartners.com/doctor-add-form/>

Section 1

Enter first and last name of the provider along with practice name and NPI number. Link to NPI registry available for reference.

First

Last

Practice Name *

NPI Number *

Don't have the NPI number? Call the doctor's office or look it up on the NPI registry website:

<https://npiregistry.cms.hhs.gov>

Section 2

New Doctor Add

Select Add New Doctor to enter a new doctor into the system.

Add New Address

Select Add New Address when an established doctor has moved to a new address.

Delete Address - No longer at location

Select Delete Address - No longer at location when a doctor is no longer practicing at the location.

Delete Address - No longer at location

Select Delete Doctor when a doctor has retired, died or moved out of state.

- New Doctor Add
- Add New Address
- Delete Address - No longer at location
- Delete Doctor

Section 3

For each selection above, the form will expand to allow for input of additional information based off the option selected.

Add New Address

When selecting Add New Address, you will be prompted to indicate if this is the primary address for the provider. A primary address indicates this is where the doctor is practicing the majority of the time. If you are not sure, select No - This is an additional location.

- New Doctor Add
 - Add New Address
 - Delete Address - No longer at location
 - Delete Doctor
 - Yes - This is their new primary location
 - No - This is an additional location
- If you aren't sure, choose "No".

Phone 1 *

Fax

Section 4

Add additional notes and your name, clinic, and department for questions on submission.

Additional Info

Requested By *

Clinic

Department

Submit

Section 5

Complete the form and select Submit

Once you have submitted the form, you will be directed to a web page that indicates you have successfully completed and submitted the form.

From here, Marketing and Credentialing will receive your Doctor Add submission for continued outreach and AdvancedMD system maintenance.

THANK YOU FOR UPDATING PROVIDER INFORMATION.

Have Questions? Contact Marketing@s-p.net