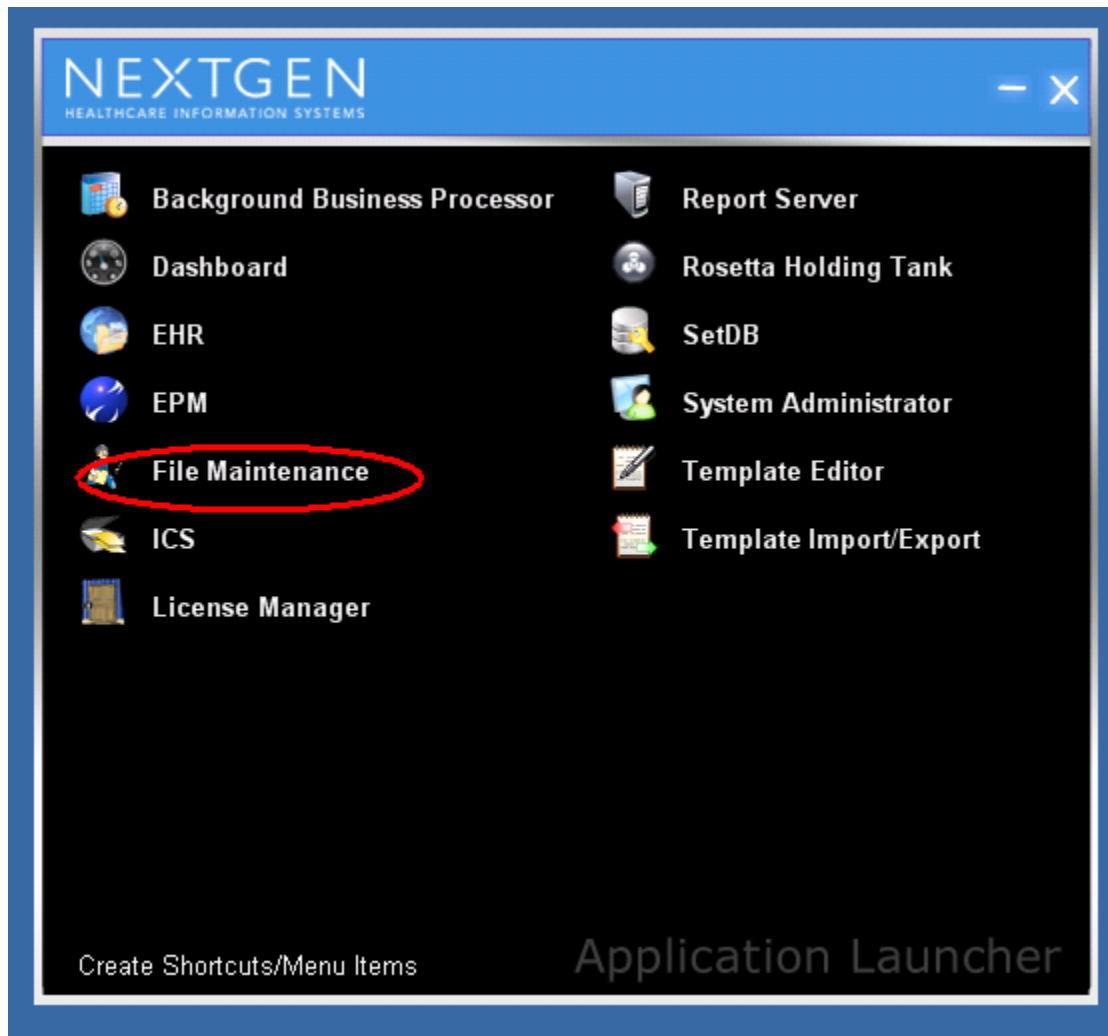**Geetha M. Reddy, MD, FACC**

Entering Referring Provider Information in Nextgen
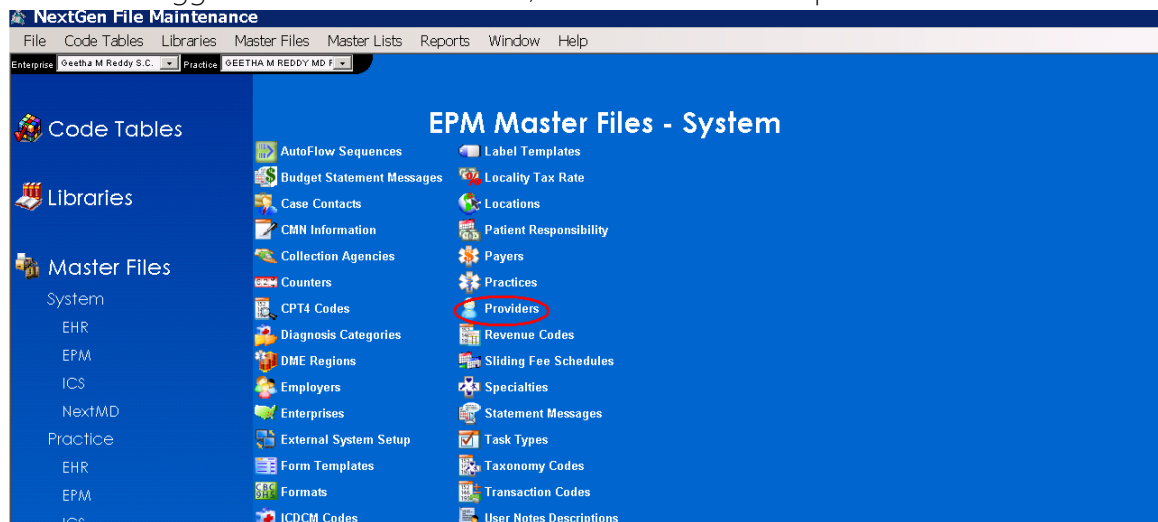

The provider information is entered in Nextgen by selecting the File Maintenance option on the Nextgen Main screen as shown below:
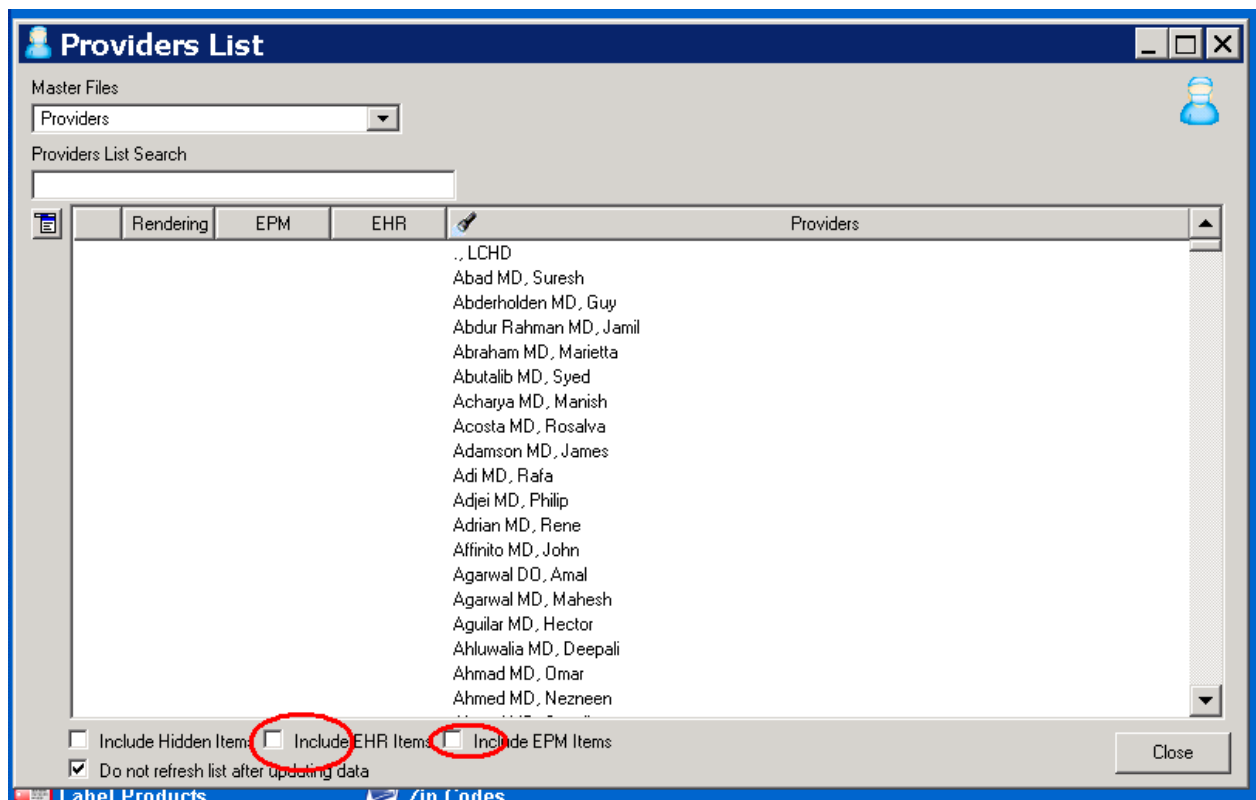

Note: The user should have access privileges to make changes to File Maintenance.

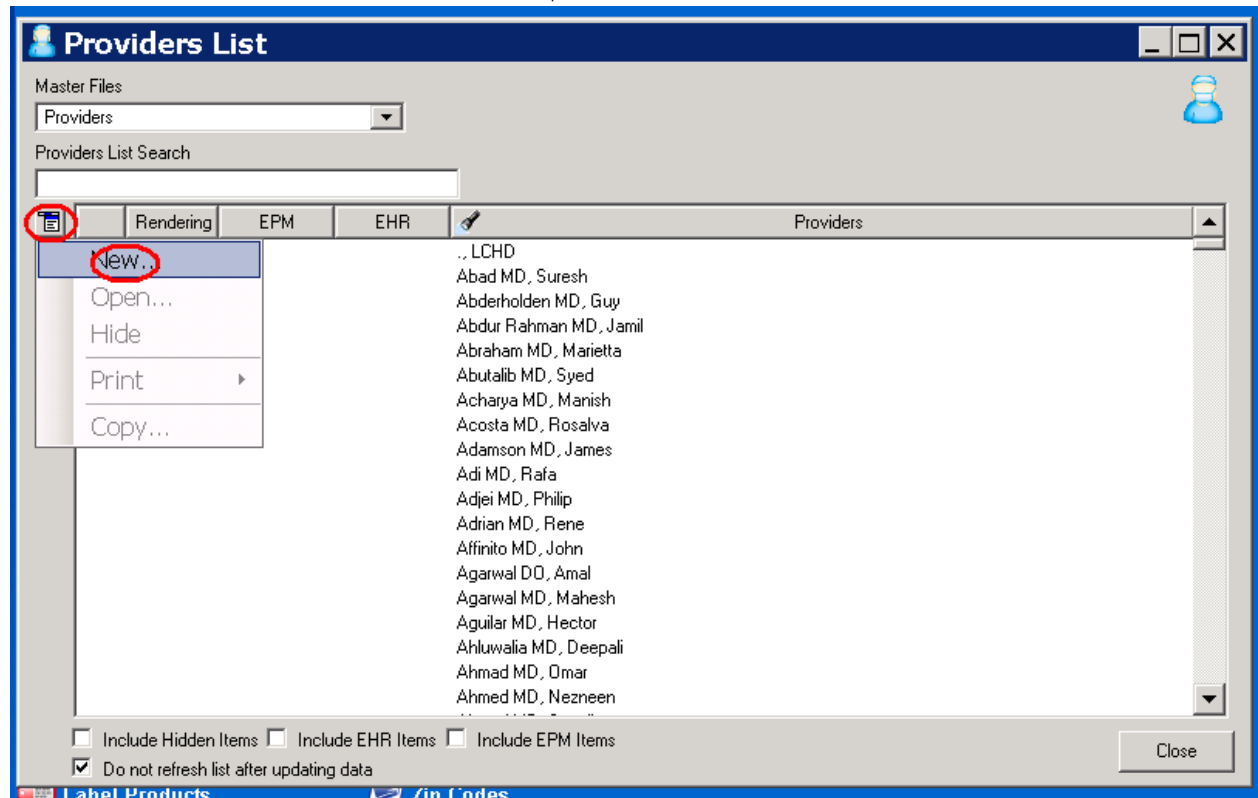Follow the procedure below to enter the provider Information:

1. Once the user is logged into File Maintenance, select the Provider option as shown below:

2. Select the Provider option and uncheck the Include EHR Items option and Include EPM Items check boxes as shown below:
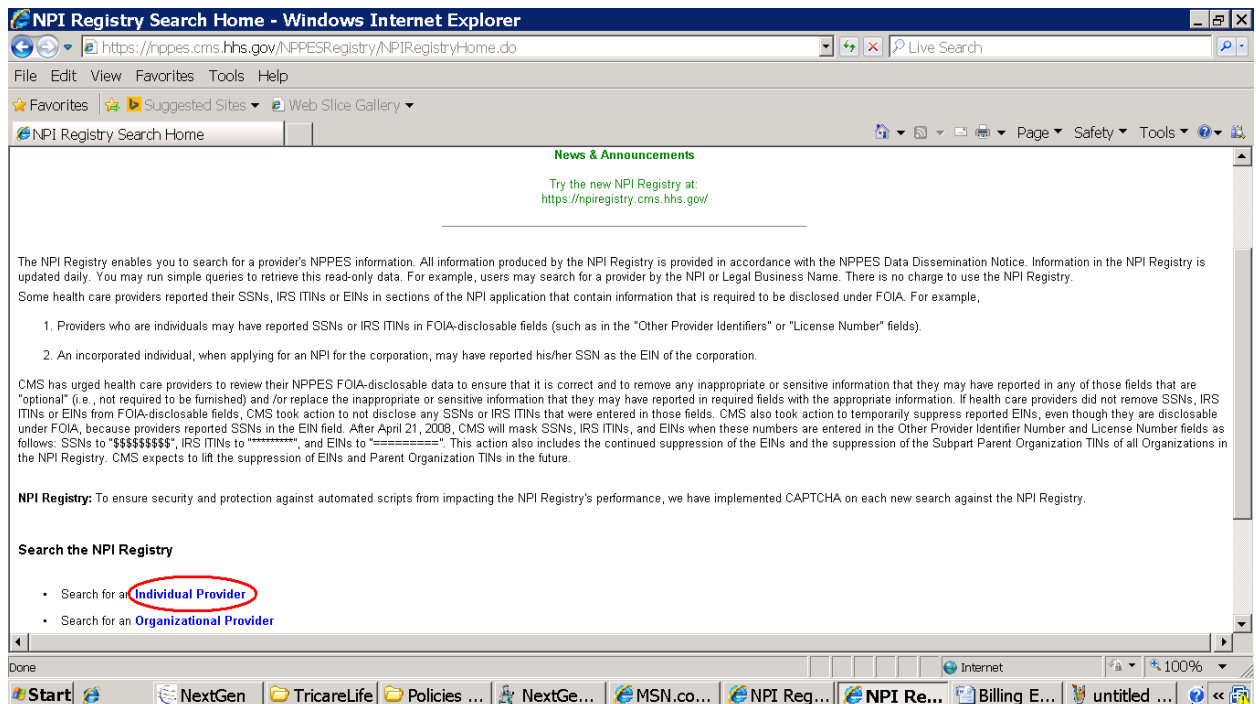
3. In the Provider List Search for the Provider Name. If its and new provider, the Provider Name search will fail. Start enter the new provider information as shown below:
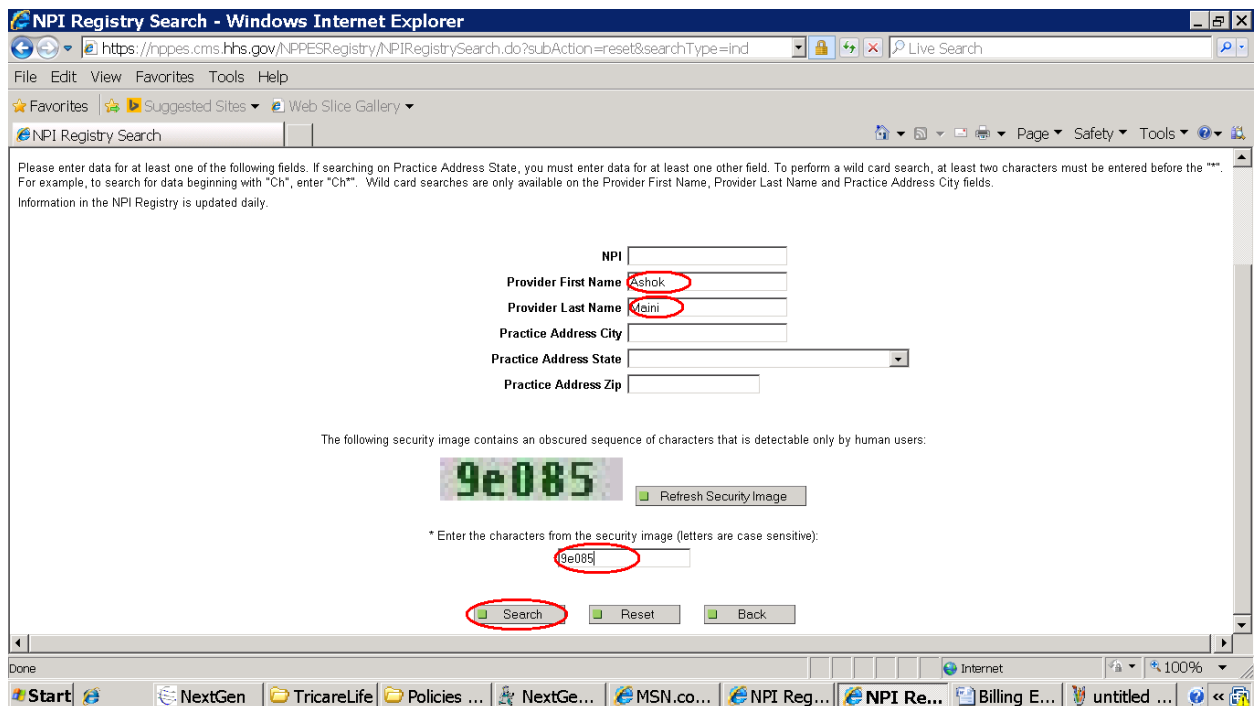

4. Once the New option is selected above, ensure that the Provider Name, Address, NPI, etc. are available. This information can be obtained from the following link: https://nppes.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do . On this website select the

Individuation Provider link as shown below:

5. After selecting the Individual Provider option, enter the Provider First Name, Provider Last Name as shown below:

6. Upon searching the provider name, if it's a valid provider, the provider relevant information will be shown on the website. In this case, we searched for Maini, Ashok provider and his

information is shown below. All the required information is circled in red.

7. Now that we have the all the provider information, go back to NextGen, File Maintenance and enter the provider information as shown below:

Note: Ensure that Degree is set to (eg: MD, DO, no commas or periods in Degree), Also ensure that the degree is added on Display as. Make sure the degreed is listed after last name and before the comma (again, no commas or periods in Degree).

8. Enter the NPI information under the System tab as shown below:
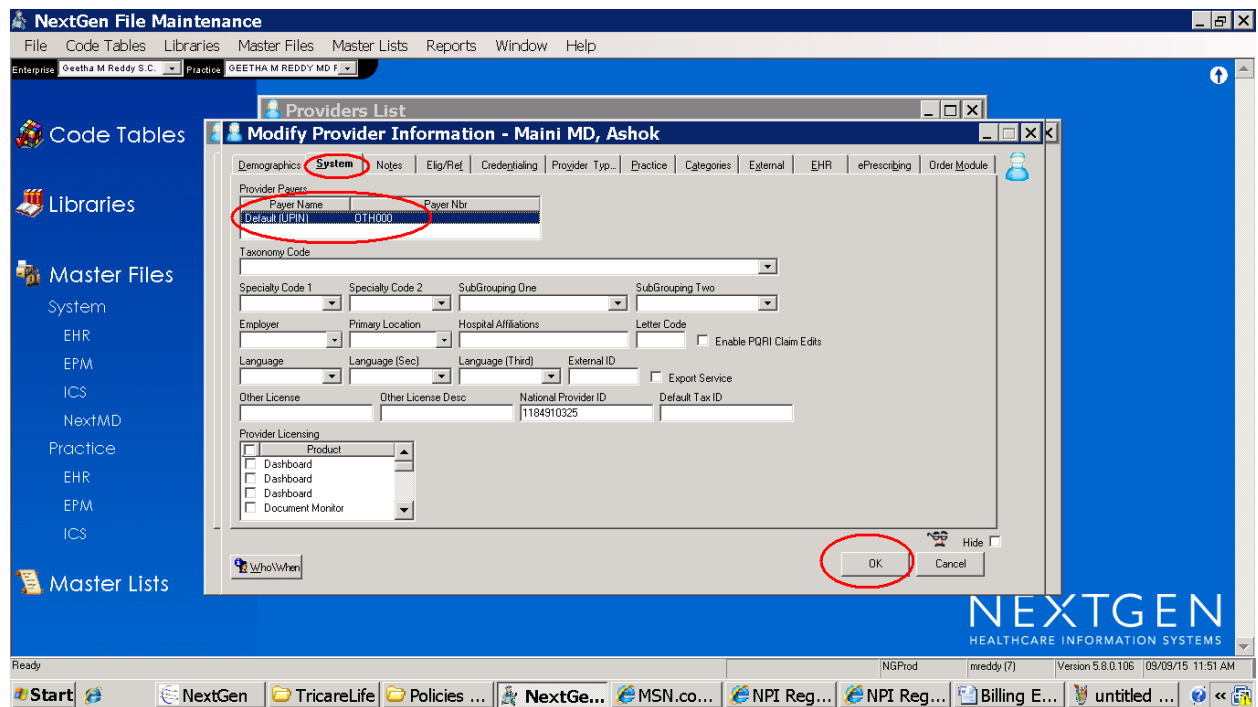

9. Verify that all the Provider Types are checked under the Provider Types tab as shown below:

10. Once OK is selected, this provider information is saved. Now search the newly added provider and update the UPIN field under the System tab.

The End.