

Athena Clinical Providers - How to Update or Modify Information

- 1: Complete the form below
- 2: **SAVE then email as attachment to "utpupdates@utoledo.edu"**
- 3: UTP will notify Athena within 24hrs (business days) to make the change(s)

Reason for the update _____

Provider's Last Name _____

Provider's First Name _____

Credentials (e.g. MD, DO, NP, PA) _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Select Order Type(s)	CONSULT	PRESCRIPTION	LAB	IMAGING	PROCEDURE
	VACCINE	PATIENT INFO	DME	SURGERY	OTHER

Comments

Your Name

Your Phone

SAVE completed form then Email as attachment to utpupdates@utoledo.edu
To submit another request - hold mouse cursor above the "clear form" button

How to Fax an unlisted Provider - Referral Letter

Create a letter

- Letters: located at the bottom of "sign-off" stage
- Click "add letter"
- Search for provider. If unlisted, select "Unknown" and SAVE
- On the far right, click "view/edit". The referral letter displays

Create
For Other Recipients
 Action
 Approve at encounter close

Type the fax number

- On the far right of the "unknown" row, type the provider's fax number in the text field
- Save your letter

Letter in REVIEW to bhinch (created 08/05/15 5:51 PM)

From Encounter: BRYAN HINCH, MD, RETURN VISIT 15 MINUTES, 07/15/2015

To: PAYTON, JOSEPH

Cc: UNKNOWN

Letter Template: Referral Letter

Fax Number

Fax Number

Submit by Athena fax

- At the lower left, click "view actions"
- Select "Approve" and "Submit by Athena Fax"
- Athena for fax the referral letter to the provider

Approve Submit by Athena Fax