



# Updating a Patient's Facility

*Purpose: The instructions below provider two options for updating a patient's location/facility within MediMatrix.*



## **Updating the facility on a PATIENT level**

*This option is to be performed if a patient has moved locations/facilities and all NEW records going forward are to be under the new location/facility.*

- Log into Provider Application
- Set-up TAB> Patients> Search for patient by name> Click  to view
- Click  to edit
- Choose new facility under the facility drop-down menu and SAVE

## **Updating the facility on a EXAM level**

*This option is to be performed if a patient was listed under the incorrect facility upon initial order(s).*

- Log into Provider Application
- Medical Records TAB> Exam Maintenance> Search for patient by name> Click  to view
- Click  under 'Exam Information' are to edit
- Choose new facility under the facility drop-down menu and SAVE

*note: if there are any coded claims tied to the exam, the coded claim will need to be undone in order to change/update the facility, then re-coded.*

### **MediMatrix support:**

support@medimatrix.com

888-346-3030

www.medimatrix.com

