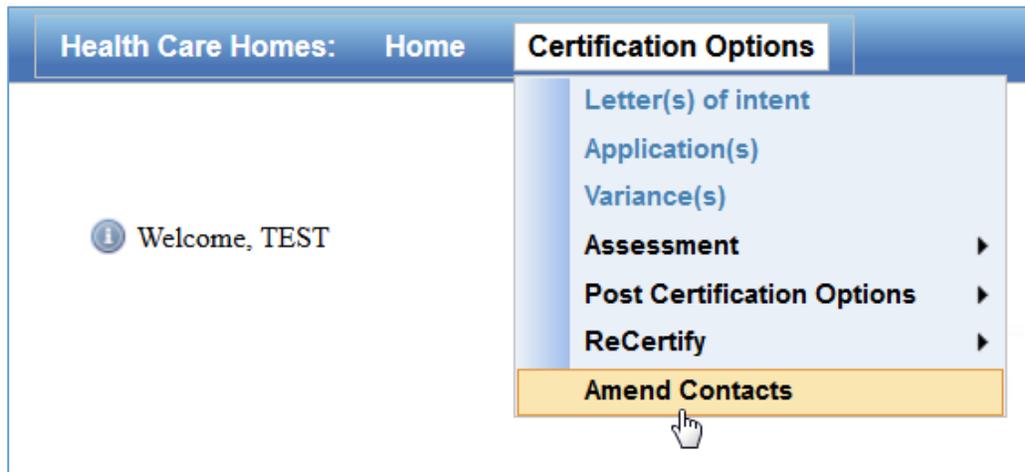


Amend Contacts Guide (update anytime)

Clinics are required to keep the contacts and contact information in the HCH database current. Access this feature by logging in and navigating to 'Certification Options → Amend Contacts' as seen below:



Click 'Edit' in the 'Action' column to update the information.

Organization	Clinic(s)	Action					
MN Medical Organization	MN Medical Clinic A	Contact Type	First Name	Middle	Last Name	Title	Action
	MN Medical Clinic B	Primary Contact	First		Last Name	CARE COORDINATOR	Edit
		Clinic Manager	First		Last Name		Edit
		Clinical Champion/Medical Director	First		Last Name	Medical Doctor	Edit
		Finance Contact	First		Last Name		Edit

Make sure to click 'Save' once the information has been updated.

Contact First Name *	FirstName
Contact Middle Initial	K
Contact Last Name *	LastName
Title	Patient Care/CQI Coordinator
Contact Email *	health.healthcarehomes@state.mn.us
Contact Address *	ABC Street
City *	St. Paul
State *	MN
Zip *	55101
Primary Telephone(ex. 6512015333) *	6512015421
Secondary Telephone(ex. 6512015333)	

* required fields

Save Cancel