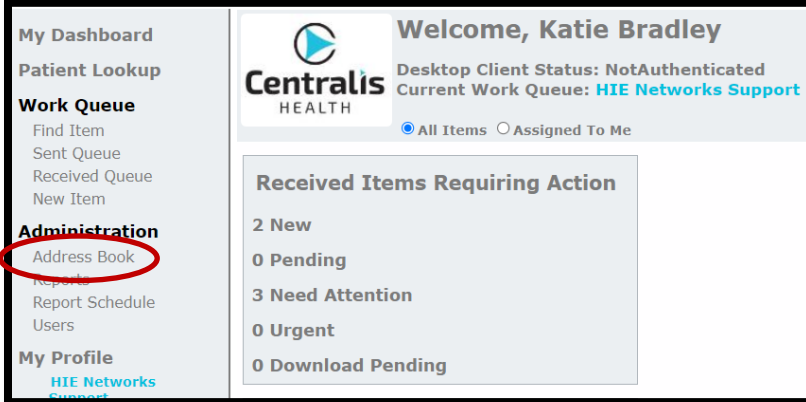


Private Address Book

1. Log into Centralis Health secure web portal
2. Click **Address Book** under Administration Menu



My Dashboard

Patient Lookup

Work Queue

- Find Item
- Sent Queue
- Received Queue
- New Item

Administration

- Address Book**
- Reports
- Report Schedule
- Users

My Profile

HIE Networks Support

Welcome, Katie Bradley

Desktop Client Status: NotAuthenticated
Current Work Queue: **HIE Networks Support**

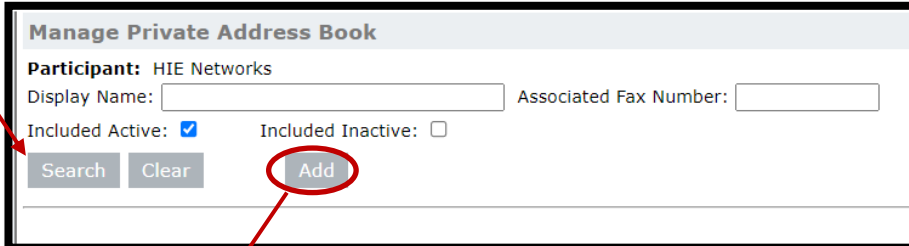
☒ All Items ☐ Assigned To Me

Received Items Requiring Action

- 2 New
- 0 Pending
- 3 Need Attention
- 0 Urgent
- 0 Download Pending

3. To Add a new contact click **Add** and follow prompts, and click **Save**

Clicking **Search** will display entire private address book

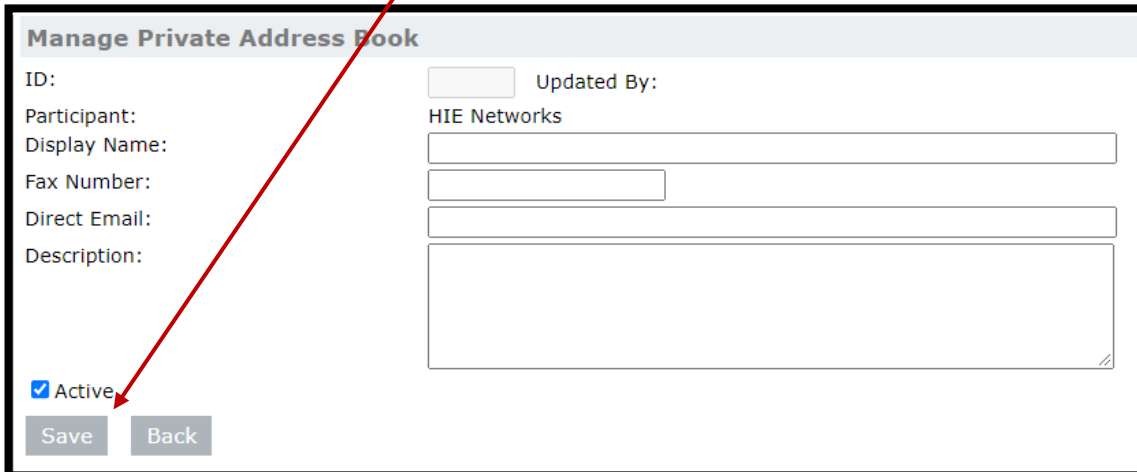


Manage Private Address Book

Participant: HIE Networks

Display Name: Associated Fax Number:

Included Active: ☒ Included Inactive: ☐



Manage Private Address Book

ID: Updated By:

Participant: HIE Networks

Display Name:

Fax Number:

Direct Email:

Description:

☒ Active