

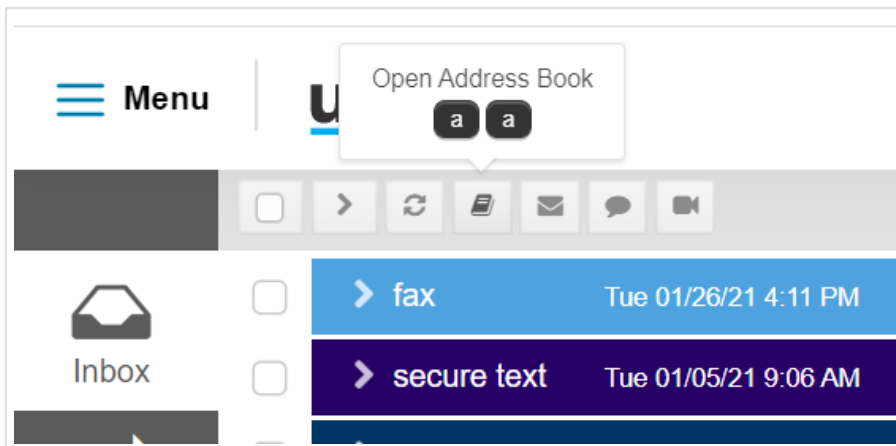
Address Book: Adding a Contact



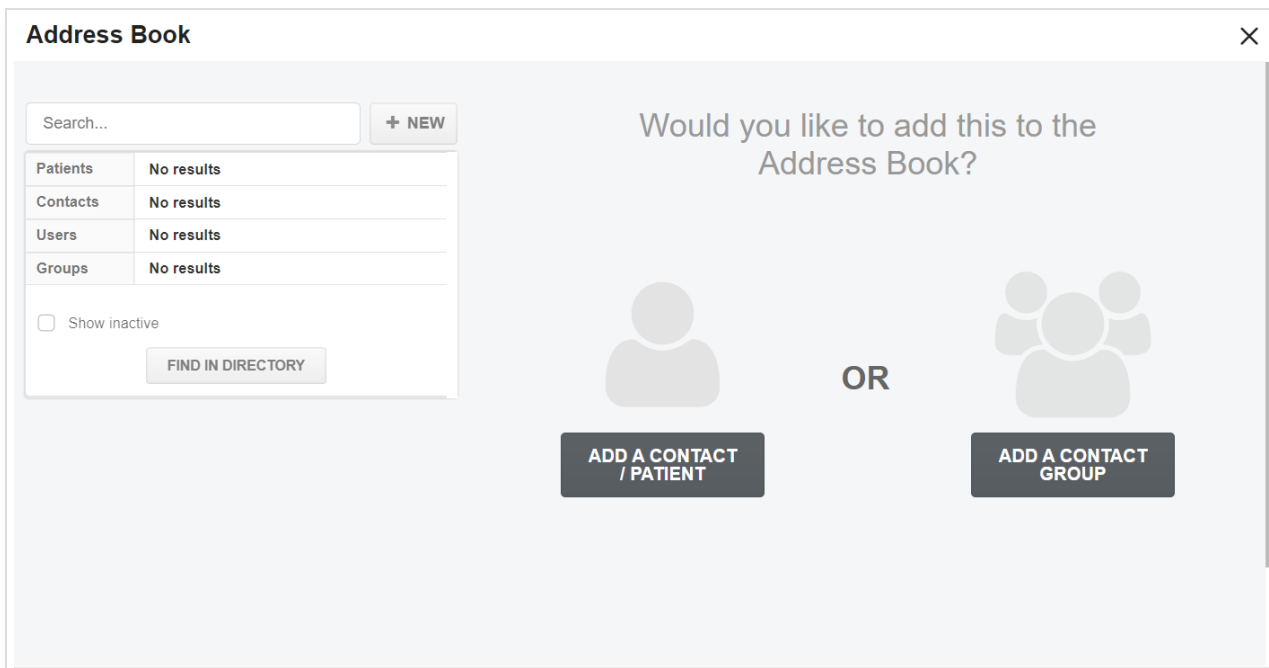
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Adding a contact to your Updox Address Book helps save time and errors when sending outbound faxes and texts.

Step 1: From within your Updox account, click on the Address Book icon.



Step 2: Click 'New' then 'Add a contact / patient'.



Step 3: Fill out the appropriate fields for your contact. Here are some common fields used:

- **Category:** Choose the category for your contact. *Make sure this is set to anything BUT patient.*

- First Name, if applicable
- Last Name, if applicable
- Cell Phone: Used only if you plan to use with Text
- Business Name: Encouraged for searching best practices
- Fax Number
- Address, if desired

New Contact
DISCARD SAVE

<p>Prefix -- None Selected --</p>	<p>Category -- None Selected --</p>
<p>First Name <input type="text"/></p>	<p>Patient</p>
<p>Last Name <input type="text"/></p>	<p>Pharmacy</p>
<p>Home Phone e.g. (614) 555-1234</p>	<p>Hospital</p>
<p>Email <input type="text"/></p>	<p>Referring Provider</p>
<p>Date of Birth mm/dd/yyyy</p>	<p>Consultant</p>
<p>Work Phone e.g. (614) 555-4321</p>	<p>Phone Book</p>
<p></p>	<p>Other e.g. (614) 555-1234</p>
<p></p>	<p>Business Name <input type="text"/></p>
<p></p>	<p>Sex -- None Selected --</p>
<p></p>	<p>Work Extension <input type="text"/></p>

Step 4: Scroll to the top and click 'Save'.

Step 5: When sending a fax or text, your contact will now be available in the search results.

Search for a patient, contact, email or fax number...

pharmacy

New	Create contact and send to: pharmacy
Patients	No results
Contacts	Edgar Family Pharmacy
Users	No results
Groups	No results

Show inactive

CANCEL