

If you are a healthcare provider, you'll be pleased to know that we offer specialized databases that make it easier to manage and associate contacts with various organizations. Here's a step-by-step guide on how to seamlessly add a contact from Gridlex Physician Database to an organization:

Step 1: Log in to Gridlex App Suite and click on "Organizations" located under the Zip section in the navigation menu.

Step 2: Once on the organization page, identify the edit icon corresponding to the organization to which you wish to add the contact. Click on this icon.

Step 3: On the organization page, find and click on the "Contacts" tab.

Step 4: Here find and click on the button labeled "Add Contact to this Organization from Gridlex Databases".

Step 5: After clicking, you'll be redirected to the Gridlex Databases page. Here, from the available database sources, choose "Dexur Physician NPI Database". Input any relevant information such as name, address, or specialty into the search bar and click on "Get Data". A list of potential contacts based on your search criteria will subsequently appear on your screen.

From the displayed data, locate and click on the button titled "Add and Affiliate Contact to the Organization". This will add and affiliate the selected contact to the organization.

With that last step, your selected contact from Gridlex Databases will now be affiliated with your chosen organization. You can always head back to the "Affiliated Contacts" tab to view or manage this newly added contact.

If you need any help with any feature, data migration of your old data, or anything at all, just email apps@gridlex.com and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.