

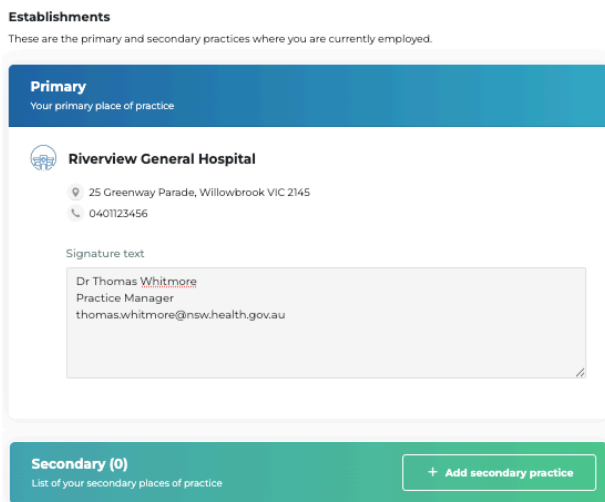
# How to Add or Remove an Establishment

## Add an Establishment

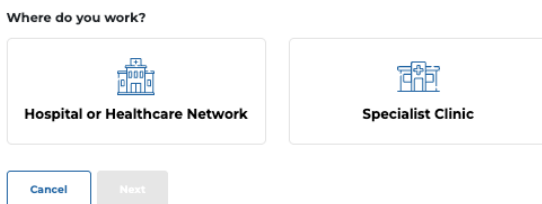
**Step 1:** Click the '⚙️' in the top-right corner to open 'User Settings'.

**Step 2:** Select 'Practices and Signatures'.

**Step 3:** Under the Establishments section, click '+ Add secondary practice'.

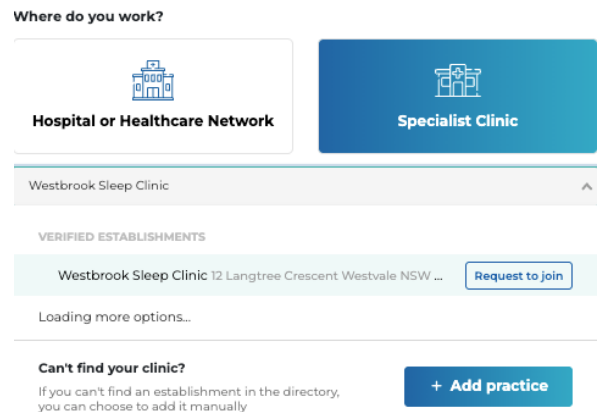


**Step 4:** A pop-up will appear asking, 'Where do you work?' Two options will be shown.



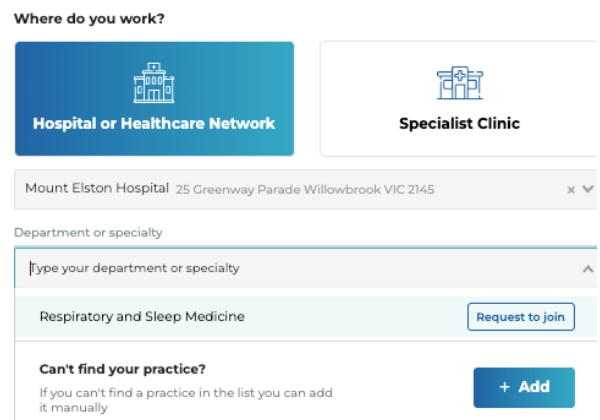
If 'Specialist Clinic' is selected, search for your establishment and click 'Request to join'.

**Note:** If your establishment is not listed, click '+ Add practice' to enter it manually.



If 'Hospital or Healthcare Network' is selected, you will be prompted to choose your 'Department or Specialty'.


**Note:** If your Department or Specialty is not listed, click '+ Add' to enter it manually.



**Step 5:** Once complete, click 'Next', then click 'Confirm' to save the changes.

# How to Add or Remove an Establishment

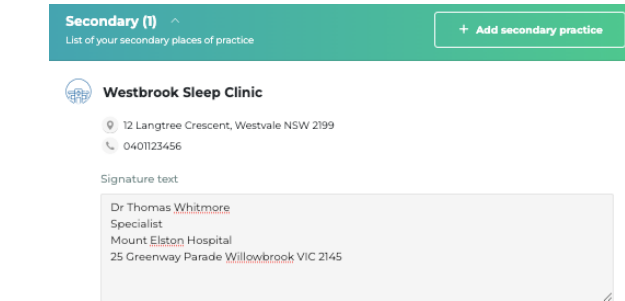
## Remove an Establishment

**Step 1:** Click the  in the top-right corner to open **'User Settings'**.

**Step 2:** Select **'Practices and Signatures'**.

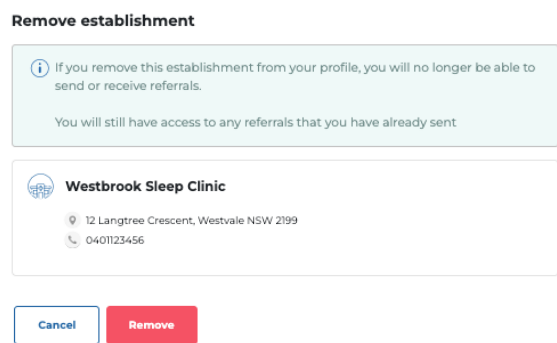
**Step 3:** In the Establishment section, move your mouse over the practice you want to remove. The **'Remove'** option will appear on the right side next to the establishment's name. Click **'Remove'**.

**Note:** Removing the establishment means you will no longer be able to send/receive referrals through it. You will still have access to any referrals previously sent.



**Step 4:** A pop-up message will appear asking you to confirm the selected establishment. If correct, click **'Remove'** again to proceed.

**Note:** You may also remove a primary practice if needed, and add a new one by following these steps: select **'Remove'**, **'Next Step'**, **'+Add New Primary Practice'**, then **'Confirm'**.



**Step 5:** A confirmation message will appear - **'Establishment has been removed successfully'**.

**Note:** Once an establishment is removed, it will appear under the **'Inactive'** section.

