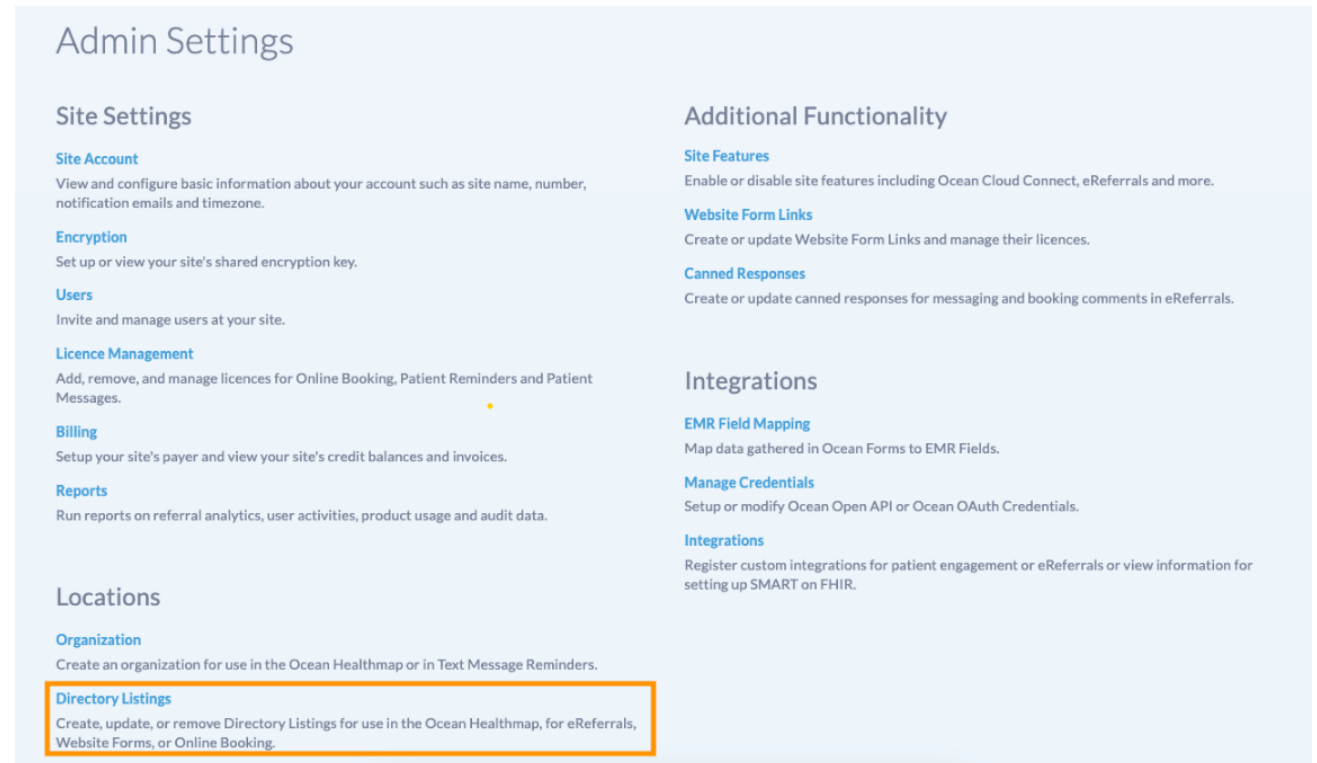
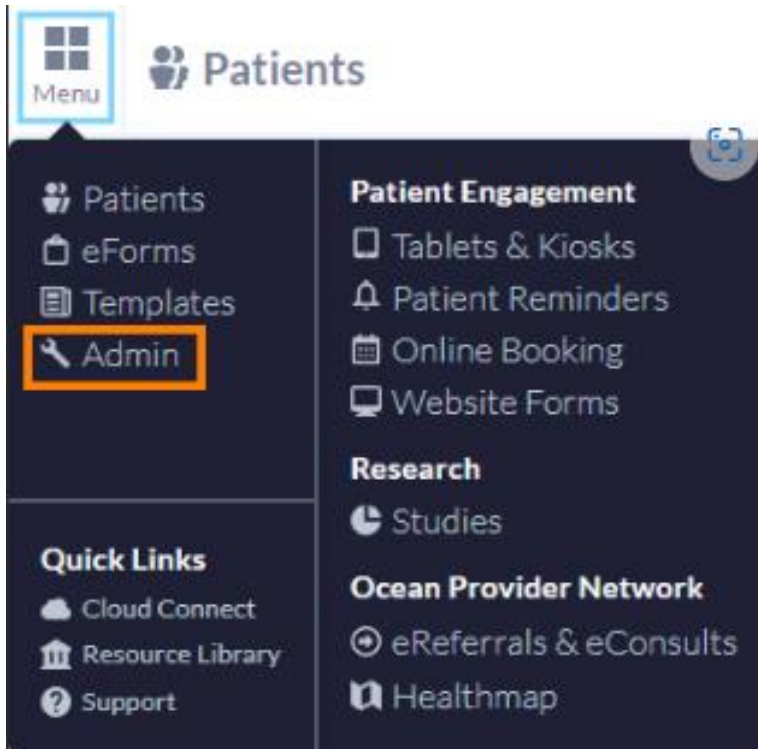


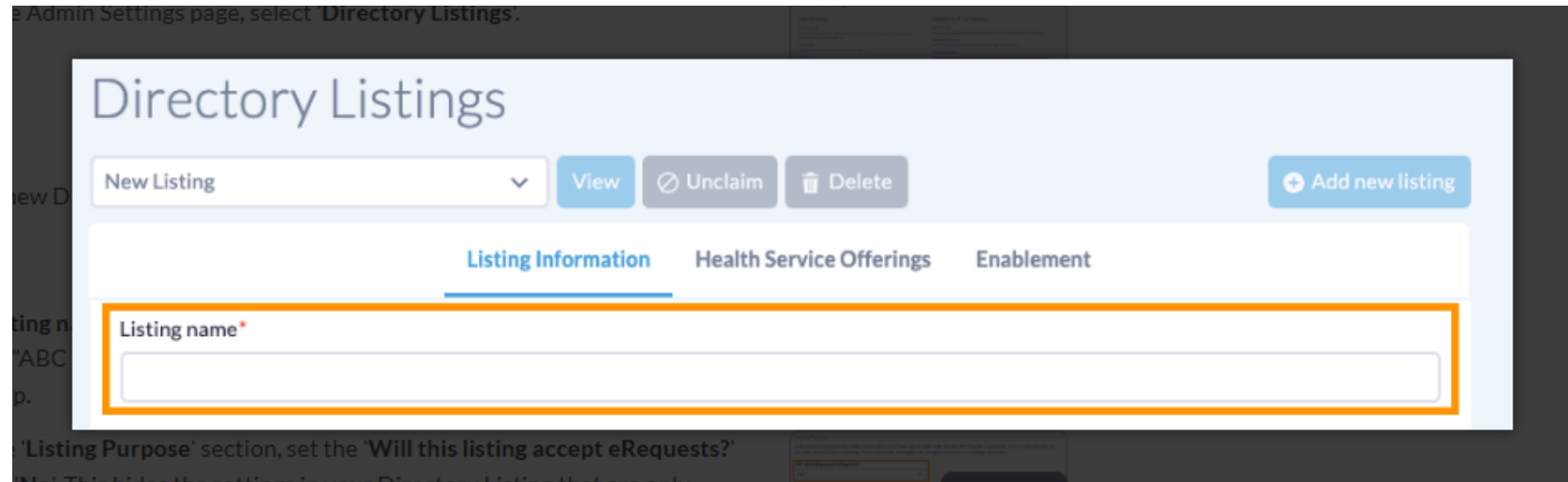
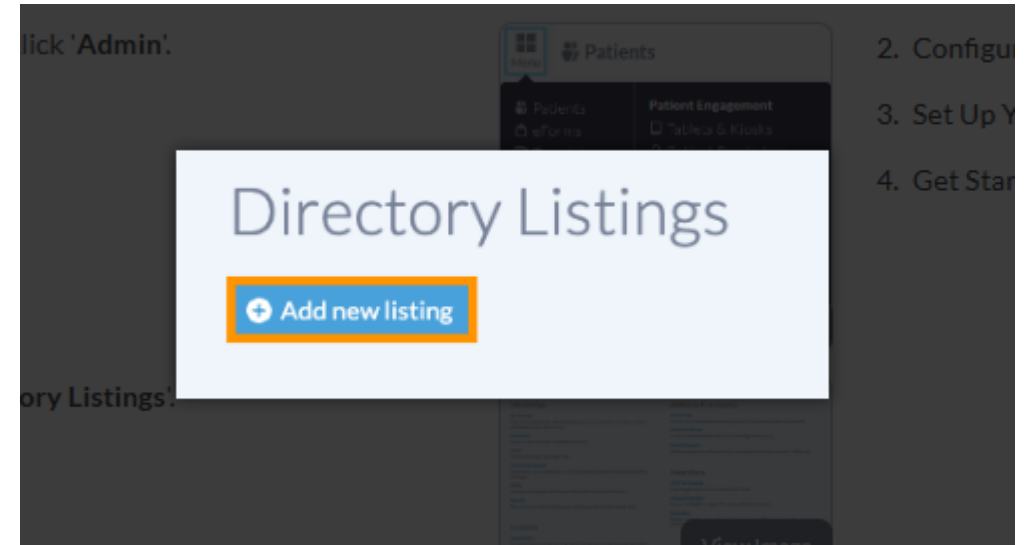
Create & Edit Your Directory Listing

- In the menu section, go to your admin settings
- Click on Directory Listing



Create & Edit Your Directory Listing

- Click on Add New Listing
- In the '**Listing name**' field, enter a name for your Directory Listing (e.g., "Dr. John Smith" or "ABC Medical Clinic"). This name is publicly visible in the Ocean Healthmap



Create & Edit Your Directory Listing

- Under the '**Listing Purpose**' section, set the '**Will this listing accept eRequests?**' setting to '**No**'. This hides the settings in your Directory Listing that are only relevant when you plan on accepting eRequests.
- Under the '**Contact Information**' section, enter your clinic's contact information. Mandatory fields are indicated with a red asterisk.

Admin Settings page, select 'Directory Listings'.

Listing Purpose

A Directory Listing provides contact information, additional details, and Health Service Offerings for a specialist, clinic, or other healthcare provider on the Ocean Healthmap. They also indicate if that physician/program/provider is accepting eRequests.

Will this listing accept eRequests?

No

eRequest notification email(s) [Switch to manual entry](#)

ceastick@cognisantmd.com

Automatically updates to match your site's default notification email(s).

Contact Information

Address line 1*

Enter a location

Address line 2

City*

Province*

Postal code

Select province

A1B 2C3

Public-facing phone

Fax

Public-facing email

Website

Logo

No file uploaded

Upload

Organization

None

Maximum file upload size: 10 MB

The selected organization's title and logo will appear beside the listing's name in search results.

Create & Edit Your Directory Listing

- Under the '**Clinician Information**' section, indicate if this Directory Listing represents a **group** of healthcare providers or an **individual** healthcare provider.
- If this Directory Listing represents an **individual**, you must enter that healthcare provider's clinician information before saving your listing.
- **Note:** This information affects EMR task assignment, and is stored and maintained independently from any Clinician Information that a user may enter into their individual Ocean user account settings.

hides the settings in your Directory Listing that are only

Clinician Information

☐ Group ☒ Individual

This information affects EMR task assignment. It is stored and maintained independently from any Clinician Information stored within individual Ocean user accounts.

First name*

Surname*

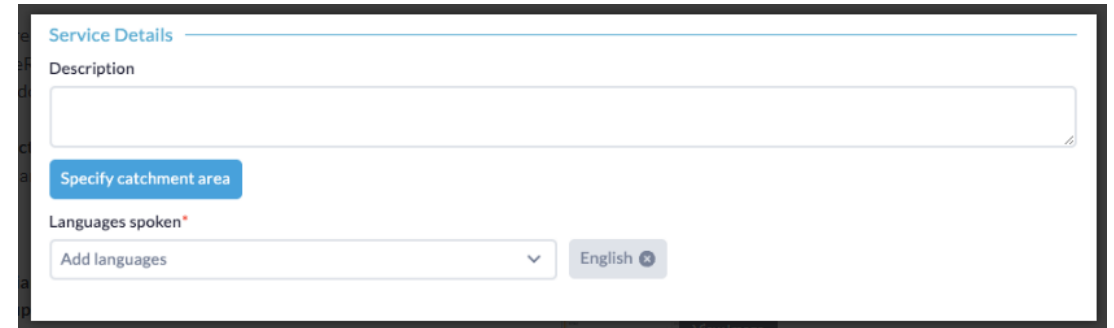
Professional ID*

Billing number*

Role

Create & Edit Your Directory Listing

- Under the '**Service Details**' section, optionally enter general '**Description**' for your listing to be publicly shown on the Ocean Healthmap and any additional '**Languages spoken**' at your clinic.



The screenshot shows the 'Service Details' section of a form. It includes a 'Description' text area, a 'Specify catchment area' button, and a 'Languages spoken' section with a dropdown menu and an 'Add languages' button. The 'English' language is already selected.

- Once you're satisfied with your Directory Listing configuration, click '**Save**'.

