

# Add an Organisation or a Non-patient

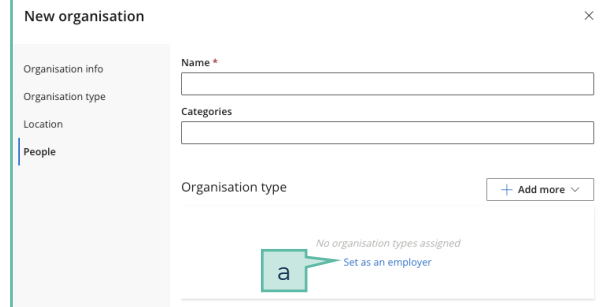
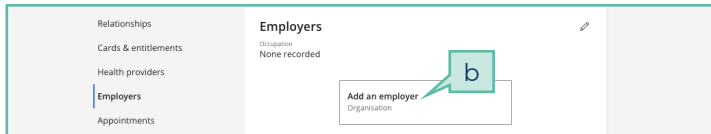
□ Click the **plus icon** in the top right corner of the menu bar and select **New organisation**.

OR

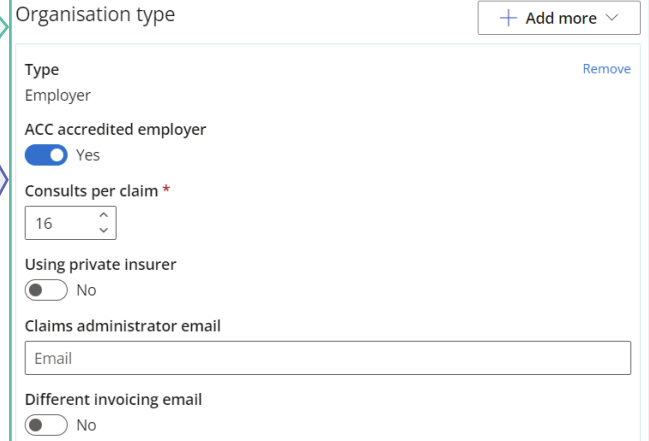
□ From **Address book > Organisations** > click on **+ New Patient** dropdown menu > **New organisation**.

## Employer

- From the **New organisation** screen, select **Set as an employer** under Organisation type.
- From the **Edit patient demographics** screen, click **Add an employer for this person > New employer**.



To create an **ACC accredited employer**, toggle the switch to **Yes** and record the number of consults per claim and an email address.



## Private Insurers

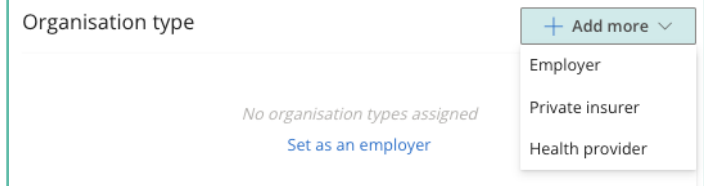
If the ACC accredited employer uses a private insurer, toggle the **Using private insurer** switch to **Yes** to search for the insurer.

The private insurer must already exist in Bp Omni.

Create a **New organisation** > Select the **+ Add more** button under Organisation type > **Private insurer**.

## Health Providers

- Create a **New organisation**.
- Select the **+ Add more** button under Organisation type.
- Select **Health provider**.



## Non-patient

Create a new non-patient via one of the following options:

- From **Address book > Organisations** > click on the **+ New Patient** dropdown menu and select **New non-patient**.
- Click the **plus icon** in the top right corner of the menu bar and select **New non-patient**.
- From the Edit or New patient screen, click **Bill to another person > New individual**.
- From the Edit or New patient screen, click **Add a relationship to this person > New person**.



If multiple account holders are linked to the patient, use the **Primary** switch to indicate which account holder invoices should be billed to by default.

