

## Chapter 3

### Establishing a Network

---

#### Overview

A network can be set up as an arrangement of providers. The FACETS network application allows you to

- maintain information about a provider network including the address and any provider groups assigned to that network  
Note: The network must already be established in this application before it can be linked to a provider record.
- link networks together, for reporting purposes only (e.g., a national drug/pharmacy chain)
- define a network by geographic region based on zip code ranges, for reporting purposes only  
Note: Defining networks is used to gather information such as marketing demographics.

---

#### Procedure – Setting Up a Network

STEP	ACTION
1.	Assign the network ID: <ul style="list-style-type: none"><li>• open the Network application</li><li>• assign the ID to the new network in the New dialog box</li></ul>
2.	Key the identifying information about the network in the Indicative section: <ul style="list-style-type: none"><li>• key the name, address and telephone number for the network</li><li>• identify an Area ID and select a Type for the network (optional)</li></ul>
3.	Select File → Save, to save the new ID.

Section: Indicative  
Application: Network

Shortcut Key:  
File → Save = [CTRL] [S]