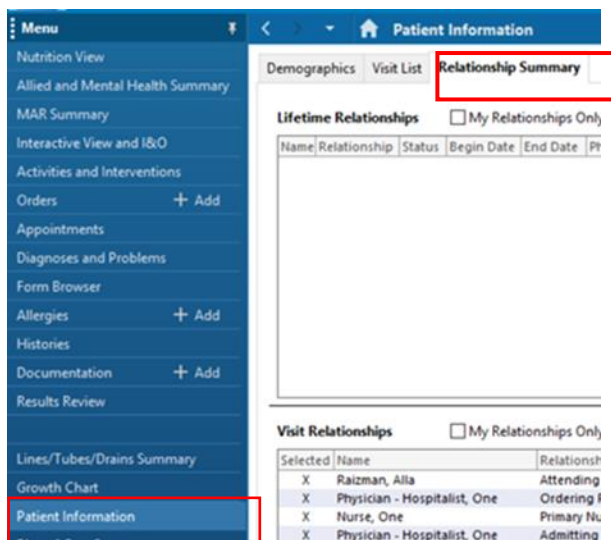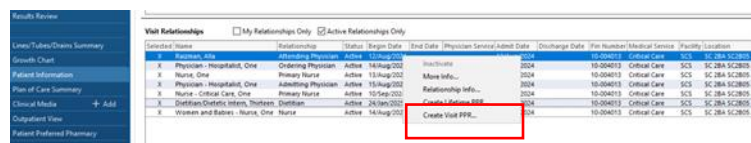## ALL PROVIDERS: ESTABLISHING A VISIT RELATIONSHIP

Once a relationship is established it will only last approx. 72 hours and will need to be re-established after that time frame passes. All providers can establish a **Visit Relationship** to avoid having to re-establish relationships for longer periods as needed.
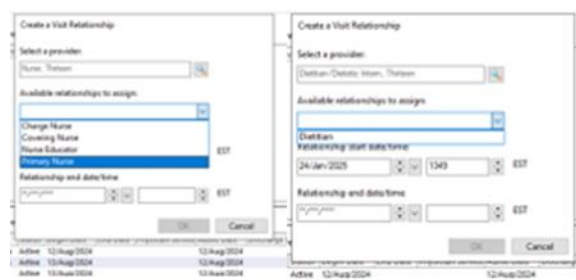
1. Click the Patient Information section of the Menu.

2. Click on the Relationship Summary tab.

3. Click on your profile to highlight it.

4. Right click on the highlighted line and a box will pop open.

5. Click on Create Visit PPR

6. A box will open up. Click on the "available relationships to assign"

7. Choose your relationship. (see 2 examples below)

You do not have to put an end date to complete this task and can leave it open ended. Remember to inactivate the relationship when it is no longer needed.

See tip sheet "**Inactivating Relationship**"