

Conducting a Provider Search in the Provider Selection TEMPORARY WORKAROUND

There is a known issue with the provider search function on the Provider Selection screen. While APD and the vendor work to resolve this issue, the following is a temporary workaround to aide WSCs and CDC+ Consultants when adding a Provider Selection record.

- 1. Log into APD iConnect, using the WSC/CDC role.
- 2. Navigate to the Provider Selection tab of the Consumer's record.

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	Quick Search
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	Search Reset

- 3. Click File>Add Provider
- 4. In the new screen that opens, click on the search ellipsis to choose a Provider.

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5. In the search window that opens, type the first few letters of the provider, and click search. NOTE: This will bring the list of all providers in APD iConnect. This is the issue this document will workaround.

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6. From here, click on the CTRL key and the 'F' key and this will launch a search window in the upper right-hand corner.

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8. Once you find the provider, click on it to bring into the Provider Selection record.

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Disposition Date	02/07/2022
Provider Worker *	Clear Details
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Bed Capacity	
Bed Status	V

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9. Complete the Provider Selection record as you normally would.