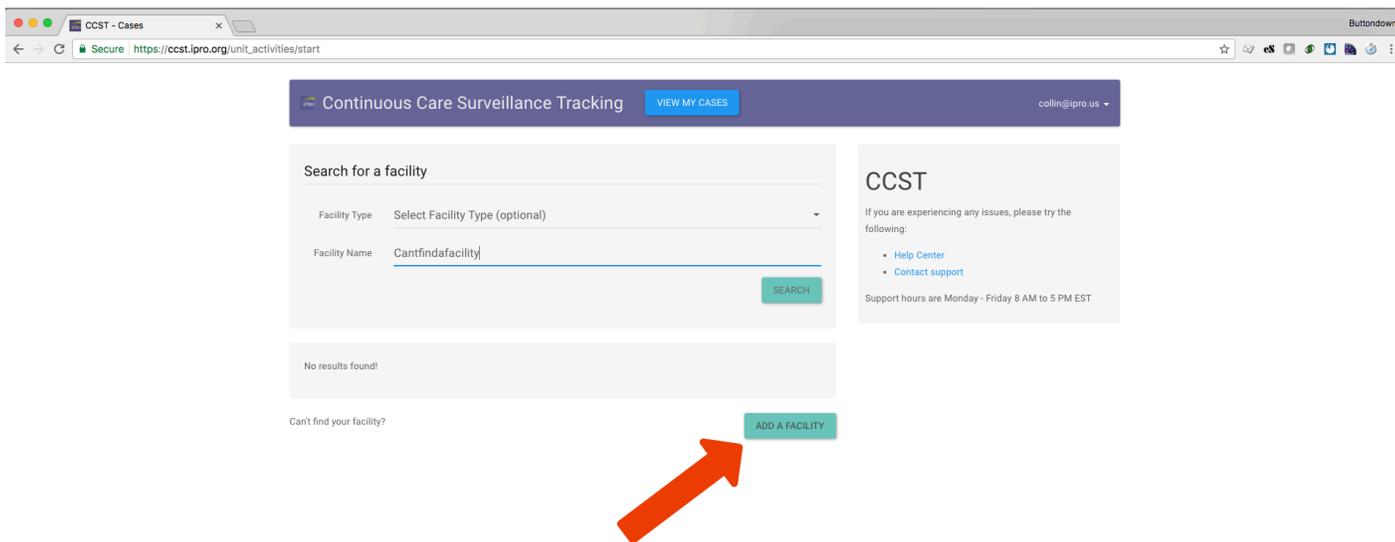


# Creating a new facility for your case

## 1. Creating a new facility

Occasionally the facility you are trying to search for does not exist in the system. If you can not find the facility there is a button on searching for a facility page that allows you to create a facility.



## 2. Entering the information for a facility

You will be brought to a screen to enter all the information that is required to create a facility. All of the required fields are marked with a red asterisk. Once you are done entering the information click on the "Add Facility" Button

Continuous Care Surveillance Tracking [VIEW MY CASES](#) collin@ipro.us

### Add a Facility

Facility Name \*

Facility Address \*

Facility Address 2nd Line

Facility City \*

Facility State \*

New York

Facility ZIP code \*

Facility County

Facility Phone #

PFI \*

Facility Type \*

Adult Care  ICF/IID  Nursing Home  PRTF

\* required fields

**CCST**

If you are experiencing any issues, please try the following:

- [Help Center](#)
- [Contact support](#)

Support hours are Monday - Friday 8 AM to 5 PM EST

**ADD FACILITY**



### 3. Starting a case for the newly entered facility

After you have added a facility you are taken to the first step of starting a case, here you can enter the information required and click on "Create Case"

