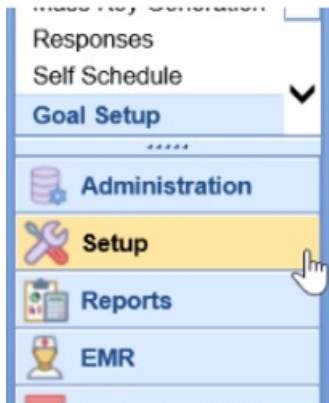


# Record Locator Profile

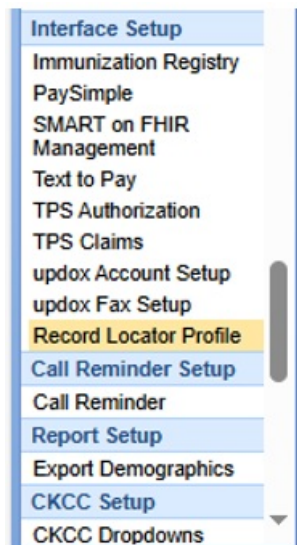
Last Modified on 05/23/2025 6:52 pm EDT

The Record Locator Profile is used as an alternative address and contact info screen for practices using our Record Locator (RecordSync) feature. Customers whose details in the "Company Profile" do not meet Surescripts' requirements, such as practices with a PO box instead of a physical address, an alternative public name, or an alternative phone number for medical records requests, can use this screen to update that information. The default values in the "Record Locator Organization Information" screen initially use the company profile data. However, once any field is updated, it becomes independent.

1. Navigate to the **Setup** portal



2. Select **Record Locator Profile**



3. If the details in the "Company Profile" do not meet Surescripts' requirements, update your Record Locator Organization Information

Setup

My Tasks

Communication (37)

Health Exchange (8)

Orders (257)

Results (1)

Superbill (8)

SQAP Notes (8)

eDocuments (20)

Prescription (10)

Reminder (8)

Eligibility (8)

Patient Portal (244)

Intake (131)

Fax (8)

Fax Upload (8)

Case Mgmt (0)

NYSID (4)

Pop Health (8)

CoverMyMeds ePA (197)

eDocument Setup

Document Types

Unsolicited Documents

Interface Setup

Immunization Registry

PaySimple

SMART on FHIR

Management

Test to Play

TPS Authorization

TPS Claims

Update Account Setup

Update Fax Setup

Record Locator Profile

Call Reminder Setup

Call Reminder

Report Setup

Export Demographics

CRCC Setup

CRCC Dropdowns

Administration

Setup

Reports

EMR

Scheduler

Billing

eDocuments

Desktop

Setup: Record Locator Profile

C4699 QAs

Record Locator Organization Information

Home Community ID: 2.16.840.1.113883.3.6828.000.0 Surescripts Org ID: 1234567

The following fields are used to ensure Surescripts Record Locator can connect and function properly.

Organization Name

C4699 QAs

Phone Number

(847) 555-2525

Street

PO BOX 123

City

Skokie

State

Illinois

Zip Code

60076-5542

Save

4. Click **Save**