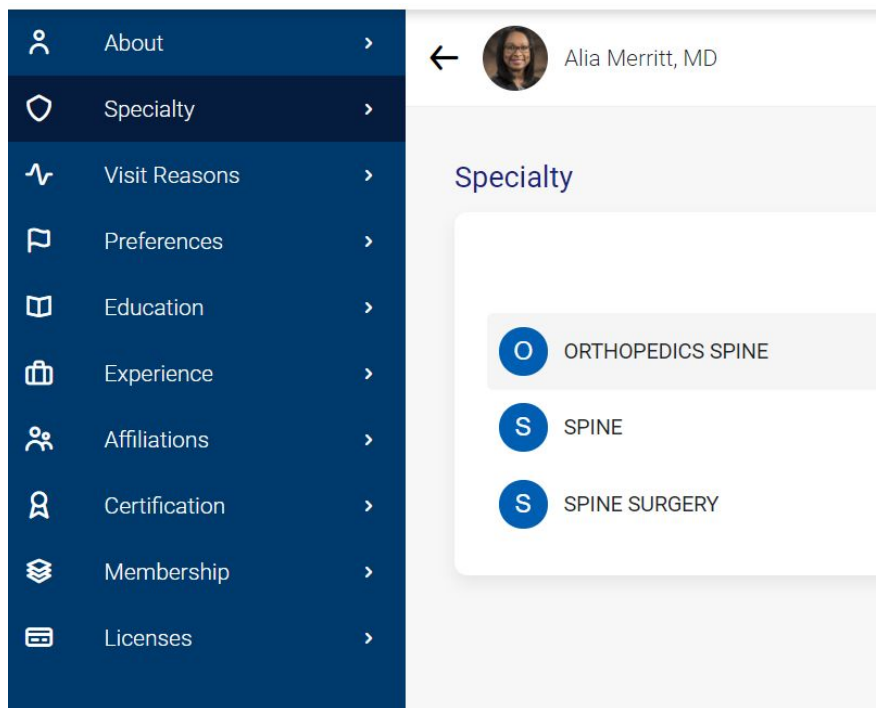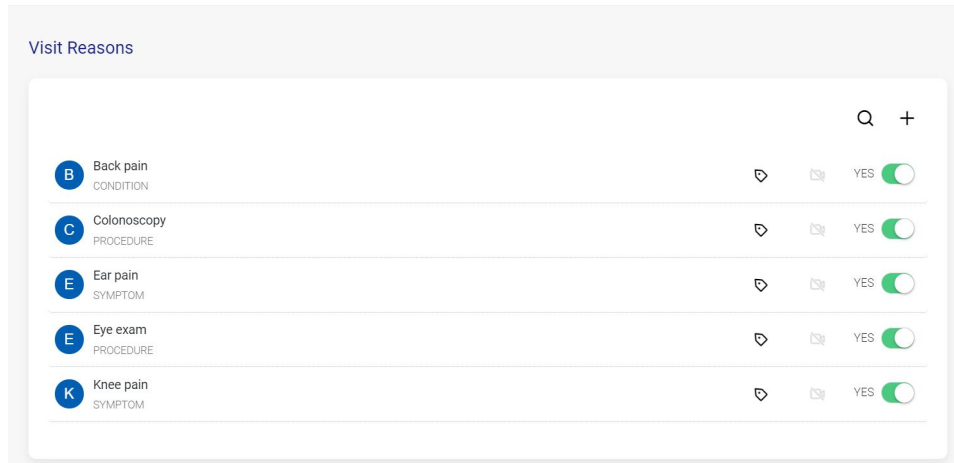# How to Add Provider Visit Reasons

**The following steps show you how to add a provider visit reason:**

1. After adding Specialty, click on "Visit Reason" on the left-hand side of the screen

2. Visit reasons that are mapped to the provider's specialty, and at the individual provider level, will display here:

3. Click on: "Search" icon to search for all visit reasons mapped to the selected provider. Select the "X" to close the search results and return to the visit reason screen.

4. Click on: "Plus" icon to add new visit reasons for the selected provider. Enter in the visit reason you would like to add in the search bar and select the associated checkbox. Users can select multiple visit reasons to add simultaneously. When all required selections have been made, select "'Save" to save changes.
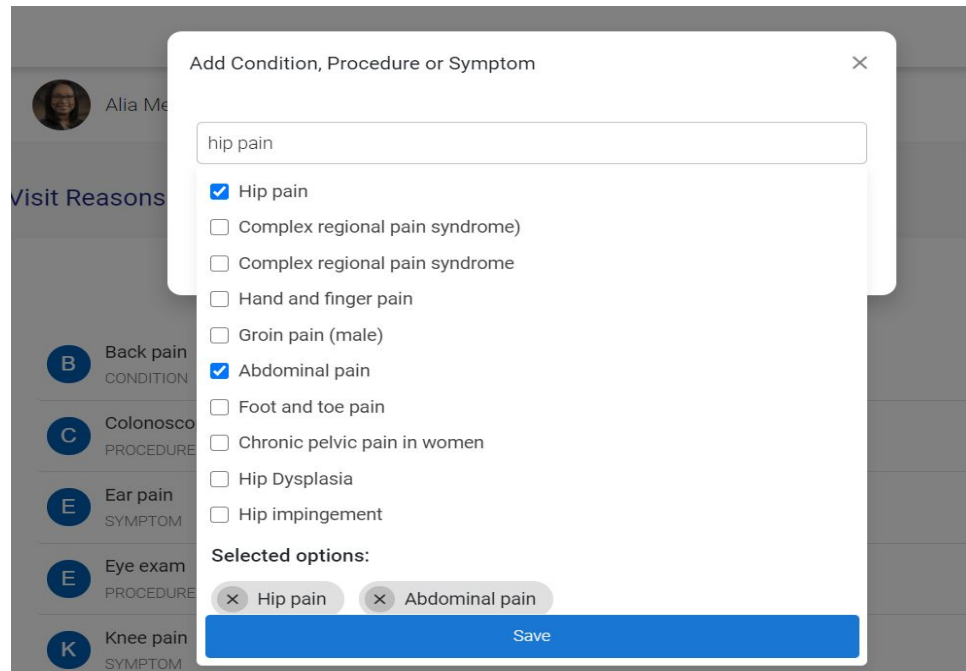
5. The user can assign the visit reason per provider preferences. Visit reasons that are not mapped to the global specialty level, but are treated by the individual provider should be added here:

Visit Reasons

🔍 ➕				
B	Back pain CONDITION	🏷	📹	YES ⬤
C	Colonoscopy PROCEDURE	🏷	📹	YES ⬤
E	Ear pain SYMPTOM	🏷	📹	YES ⬤
E	Eye exam PROCEDURE	🏷	📹	YES ⬤
K	Knee pain SYMPTOM	🏷	📹	YES ⬤

a. Visit Reason should be set to "YES" if the provider treats patients with this complaint

b. Visit Reason should be set to "NO" if the provider does not treat patients with this complaint