

# How to Manage Locations in SADIE

In SADIE, a location is typically a physical address where a prescriber provides services to patients (i.e., a prescriber's office, clinic, hospital).

**SADIE users can manage locations/practice locations via SADIE.** All users can **Edit** existing location details (name, address, telephone, fax, email) for locations they have access to. Prescribers and delegates can also **Add** a new practice location and **Delete** a practice location. A request is associated to a location, which allows prescribers to determine which requests a designate can view. Designates are assigned to location(s) and they only see saved requests, submitted requests, and assessment results for their assigned location(s), to ensure that patients' personal health information is protected.

To support the current prescriber workflow of having a Patient Support Program (PSP) or Drug Access Navigator (DAN) assist with EAP requests, a prescriber/delegate can create a unique location for each PSP or DAN. It is best practice not to set-up locations for individual staff members within a PSP or DAN.

**Note: Prescribers and their authorized users are responsible for maintaining their locations within SADIE to ensure that the information is accurate and up to date.** Prescribers can have as many locations in SADIE as are required to reflect where they see patients and who assists with EAP requests.

Updates to locations in SADIE (including adding new locations and deleting locations) are only used for programs utilizing SADIE (i.e., the Exceptional Access Program and Ontario Disability Support Program). Changes to location details made in SADIE do not impact or change a prescriber's practice information for other GO Secure services, including MC EDT (billing).

All training instructions are found in the [SADIE User Guide](#), on the Training Aids page, located at [Ontario.ca/SADIE](http://Ontario.ca/SADIE).

## Steps to Add / Edit:

## On the Location Management screen

### Select the Profile Management

Profile management

link in the SADIE Menu to open the Location Management screen.

Designates see the 'Edit' button. Prescribers and delegates see the 'Add new location', 'Set Primary', 'Edit', and 'Delete' buttons. Designates do NOT have the 'Add new location' button.

**Location Management**

You can create, edit or delete locations. Please ensure the location information is accurate and up to date. If you delete a location it will no longer appear in SADIE; however, you will still be able to view historical requests associated to that location. If a request associated with a deleted location has not yet been submitted, you will be required to select a different location for that request. Identifying a location as 'primary' will default to that location when you create a new request, but you can switch locations if required.

Designate users are able to view and edit the locations they are authorized to access.

If you need assistance, please contact the Helpdesk at 1-800-262-6524 or via email at [SSContactCentre.MCH@ontario.ca](mailto:SSContactCentre.MCH@ontario.ca).

[Add new location](#)


Filter by location name or any portion of location address

Start typing to filter items in the list

Name *	Details	Primary	Actions
Hospital Clinic	500 University Avenue, 9th Floor, Toronto, Ontario, M1L 1L1	No	<a href="#">Set Primary</a> <a href="#">Edit</a> <a href="#">Delete</a>
Rheumatology Clinic	500 First Avenue, Suite 201, Toronto, Ontario, M4X 2K2	No	<a href="#">Set Primary</a> <a href="#">Edit</a> <a href="#">Delete</a>
West End Clinic	459 King Street, Suite 200, Toronto, Ontario, M1L 1L1	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
West End Clinic - PSP	495 King Street, Suite 200, Toronto, Ontario, M1L 1L1	No	<a href="#">Set Primary</a> <a href="#">Edit</a> <a href="#">Delete</a>


Prescribers and delegates can change the current primary location as required. Designates do not view the **Set Primary** [Set Primary](#) button and cannot change the primary location setting. The primary location is the default location used when creating a new request. Users can choose a different location when creating a request.

Prescribers/delegates can select the **Add new location** 

button to add a new location, and **all users can select the Edit** 

button to update details for an existing location.

The Manage Location window displays for you to provide the required information.

If the location has more than one fax number, click the **Add new fax number**  [Add new fax number](#) link.

Users should refrain from deleting an existing fax number as it may be required by the prescriber. At least one fax number is required per location.

**Any changes to a location (i.e. including setting a new primary fax number), will impact requests that are associated with the location.**

### Manage Location

**Location name** (required)

**Address line 1** (required)


**Address line 2** (optional)

**City** (required)

**Province** (required)

**Postal code** (required)  
Example: A1A 1A1

**Email address** (optional)


**Phone Number(s)**  


**Phone number** (required)  
Must be 10 digits

**Extension** (optional)

**Description** (optional)

This is the primary phone number for this location

**Fax Number(s)**  


**Fax number** (required)  
Must be 10 digits

**Description** (optional)

This is the primary fax number for this location

**Steps to Add / Edit:**

**While Creating a Request, or Submitting Additional Information**

**While creating a request or submitting additional information**, if you need to select a different location to associate to the request, or the location details are incorrect (i.e., address, telephone number, or fax number), select the **Change or update practice location**

[Change or update practice location](#)

**button.**

The Select a Location window displays. Prescribers/delegates select the **Add new location** button to add a new location, or if changes are required to the information, all users can select the **Edit**

[Edit](#)

**button.**

The Manage Location window displays. Record or update the details, then select the **Save** button.

[Save](#)

### Submitting Prescriber Practice Location

Practice Name: West End Clinic  
 Address: 459 King Street, Suite 200, Toronto, Ontario, M1L1L1  
 Primary Phone #: (416) 555-5555 Ext. 1234  
 Primary Fax #: (416) 111-1111  
 Prescriber Email Address: DrLee1234@gmail.com

[Change or update practice location](#)

confirm that the details of the selected practice location are correct (required)

### Select a location

Select the location associated to this request. Once you have identified the location for your request click Select and you will be returned to your request.

Please note that if the location is changed on a request, it will update all records associated with this specific request to the most current location assigned.

You can edit or delete existing locations or create a new location by selecting the "Add new location" button below. Please ensure the location information is accurate and up to date. By setting a location as 'primary', this location will be the default on any future new requests.

Designate users are able to view and edit the locations they are authorized to access.

If you need assistance, please contact Inquiry Services at 1-800-262-6524 or via email at [SSContactCentre.MQH@ontario.ca](mailto:SSContactCentre.MQH@ontario.ca).

[Add new location](#)

Filter by location name or any portion of location address  
 Start typing to filter items in the list

Select	Name ↑	Details	Primary	Actions
<input type="radio"/>	Hospital Clinic	500 University Avenue, 20th Floor, Toronto, Ontario, M1L 1L1	No	<a href="#">Set Primary</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input checked="" type="radio"/>	West End Clinic	459 King Road, Suite 495, Toronto, Ontario, M1L 1L1	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="radio"/>	West End Clinic - PSP	495 King Street, Suite 495, Toronto, Ontario, M1L 1L1	No	<a href="#">Set Primary</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Select](#)

### Manage Location

Location name (required)

Address line 1 (required)

### Fax Number(s)

[Add new fax number](#)

Fax number (required)  
 Must be 10 digits


Description (optional)

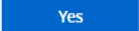
This is the primary fax number for this location

[Save](#) [Cancel](#)

## Steps to Delete

If a location appears on the Location Management screen that needs to be removed, prescribers/delegates can delete a location.



Select the Delete  button to remove the location.

The Delete location window displays. Select the Yes  button.


The location is removed from the Location Management screen. Designates associated with the deleted location that are not associated with another location will be unable to access SADIE.

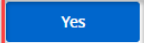

Locations that are deleted are still viewable in SADIE, for the tracking of requests. They display with 'Inactive' in brackets after the location address.

### Location Management

Name ↑	Details	Primary	Actions
Hospital Clinic	500 University Avenue, 9th Floor, Toronto, Ontario, M1L 1L1	No	  
Rheumatology Clinic	500 First Avenue, Suite 201, Toronto, Ontario, M4X 2X2	No	  
West End Clinic	459 King Street, Suite 200, Toronto, Ontario, M1L 1L1	Yes	 



### Delete location

 By clicking Yes, the location will be deleted

### Submitted Requests Awaiting Ministry Decision for Dr. FRED LEE

Filter requests in this list  
Start typing to filter results

Submitted Date ↓	Patient Name	Patient Preferred Name	Drug	Indication	Actions
2022-03-01	Ford, Harrison		Baclofen	Spasticity	
2022-02-17	Wheeler, Kim		Dalteparin	Venous Thromboembolis...	

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Need Assistance?



**Need assistance in managing locations:**

Find more information in Chapter 17 of the [SADIE User Guide](#)

**Looking for more Information about SADIE?**

[www.Ontario.ca/SADIE](http://www.Ontario.ca/SADIE)

**Technical Assistance (Mon – Fri, 8 a.m. - 5 p.m.)**

**Call: 1-800-262- 6524** (after the language prompts, press 2-3)

**Email: [SSContactCentre.MOH@ontario.ca](mailto:SSContactCentre.MOH@ontario.ca)**