Health Commerce System - Communications Directory Search and Export Tool – Quick Guide

Using this base search as an example, choose the Organization Type, County or Region, and Role -

Click "Search" and it will give a list of the base organizations -

Use the radio buttons on the left hand side to select a facility (select a specific facility or ALL of them) -

Then click on "Search Users" on the right hand side -

This will generate a list of all the users in the selected role to include address, phone, fax, and email -

The list can be exported for easier viewing by clicking the export to Excel at the bottom of screen -