# Manage your Care Team

Add or edit your Medical Profile info · https://www.primaryrecord.com/docs/manage-your-care-team/

To help organize who manages care for the Medical Profile, you can set up a Care Team. The team can include the following people:

- **Support**: Transportation, adult or child daycare, legal or financial planner, dog sitter
- **Insurance**: Case manager
- **Providers**: Doctors, nurse practitioners, clinics or hospitals, school nurses, mental health practitioners, occupational or physical therapists

## Add a Care Team member

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. Click **Profiles** > Choose the **Medical Profile** where you want to add a Care Team member.
3. From navigation, select Health Records
4. Click on Care Team
5. Click **Add a Care Team member**.
6. Choose the type of Care Team member.
7. Type in the Care Team member’s information.
8. Click **Save**.

**Tip:** From an existing Care Team member, you can click **Duplicate** if you want to copy over some information but need to change other parts of it for another profile.

## Edit a Care Team member

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. Click **Profiles** > Choose the **Medical Profile** where you want to add a Care Team member.
3. From navigation, select Health Records

4. Click on Care Team.
5. Click the Care Team member whose information you want to edit.
6. Edit the information.
7. Click **Save**.

**Tip:** From an existing Care Team member, you can add a related member, like if there were 2 specialists who were supporting from the same medical group.

## Duplicate a Care Team member to another Profile

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. Click on the **Profile** > Health Records > Care Team
3. Click the **Care Team** member you want to duplicate to another profile
4. Click Duplicate
5. Select the drop-down menu **Destination Medical Profile**
6. Select the Profile you want to duplicate the Care Team contact
7. Click Duplicate Care Team member to add to this profile

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## Delete a Care Team member

1. On a mobile device or computer, open a browser, and sign into Primary Record.
2. Click **Profiles** > Choose the **Medical Profile** where you want to add a Care Team member.
3. From navigation, select Health Records
4. Click on Care Team.
5. Click the Care Team member you want to delete.
6. Click **Delete** > **Save**.