Create a new organization

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Create a New Organization

This guide explains how to create a new organization in Stella Care's Administration System. The function is used when a new organizational unit needs to be added — for example, a care home, a home care group, or a sub-organization.

How to create a new organization

1. Go to the **Organizations** menu on the left side of the Administration System.
2. Click the **+ New Organization** button at the top of the page.
3. Fill out the required information in the form:
    1. **Organization Name:** The name that will appear throughout the system.
    2. **Parent Organization:** Select which organization the new one should belong to (if applicable).
    3. **Customer:** Choose the default payer for the organization. The list of customers is provided to Stella Care at contract start.
    4. **Default Geofence:** Select the geofence that should be automatically be applied to the citizens in this organization - but only if you want this.
    This option is relevant if all citizens in the department should always have the same geofence by default.
    If you do not want an automatic geofence, you can leave this field empty.
4. When all fields are completed, click **Save** to create the organization.
5. Click **Cancel** if you want to exit without saving.

How to change the default payer or geofence later

- You can edit the organization at any time by clicking the edit icon next to it in the overview.
- If you want to add or modify payers, please contact Stella Care Support using the form here or call +45

42 42 90 60.

Tips

- Use clear names, for example: “Home Care North – Team 2” or “Solvang Care Center.”
- Always assign a parent organization if the new organization is part of a larger structure.
- A default geofence makes it easier to ensure that new citizens automatically receive the same safety zone.
- Only users with administrator rights can create new organizations.

Related Content

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- Overview of organizations and sub-organizations