How to add Physician's name to drop down list

Go to: Setting > Facility > Employee Users Setup

1. Create a user account for the physician just like any other user; if there is an existing account for the physician, open the account and proceed to step #3

Home e-ADT e-Assessments	e-Plan e-Notes e-MAR e-Financials	POC Wound Tracker e-Reports	Settings My Account Admin
Facility e-ADT e-Assessment	s e-Plan e-Notes Relationship Buil	der e-MAR e-Financials Security	Lookup Values POC Forms Builder
Choose an Option	Employee users Setup		
Organization	Employee Information		
Bed Management	Title	Mr.	
Message Management	Last Name	Mede-care	
Device Integration Settings	First Name	Testing	
	Gender	Male	
	User Status	Active	Upload Picture
	UserID	abiy@mede-care.com	Delete User from Facility Delete User from System
		Enroll Signature Enroll Fingerprint	J
	User Roles	Administrative Data Entry FacilityAdr	nin 🛛 Office Manager 🖾 Super User
		LICCRS	curityTest LPSW L WindowsService : Registered Staff

- 2. Complete all required fields:
- Last Name
- First Name
- Gender
- User Status 'Active'
- UserID and Password, and
- Assign a User Roles that relates to the user
- 3. Scroll down to the bottom and click on Add Assignment

ganization		Position		Start Date	End D
	New Job Assignment - M	ozilla Firefox			
	https://hosting7.mede-car	re.ca /eCareIV/MedeCo	ntrols/Common/wfGenericControlLoader	.aspx?controlPath=~/MedeC	ontro 🏠
	Add Assignment Organization Position Start Date End Date Save Cancel	▲ ▲	Sector Complex Care		
					Show 10 💌 🖛

- Select 'Organization' from the drop down
- Select 'Position' from drop down list, 'Physician' in this case
- Select 'Start Date' from the calendar
- Click on 'Save'

Note: When the Physician becomes no longer a user at the facility, change the account status to 'Inactive' and put an 'End Date' on the Assignment. This action will disable the Physician name from the Physician drop down name list as of the end date.