

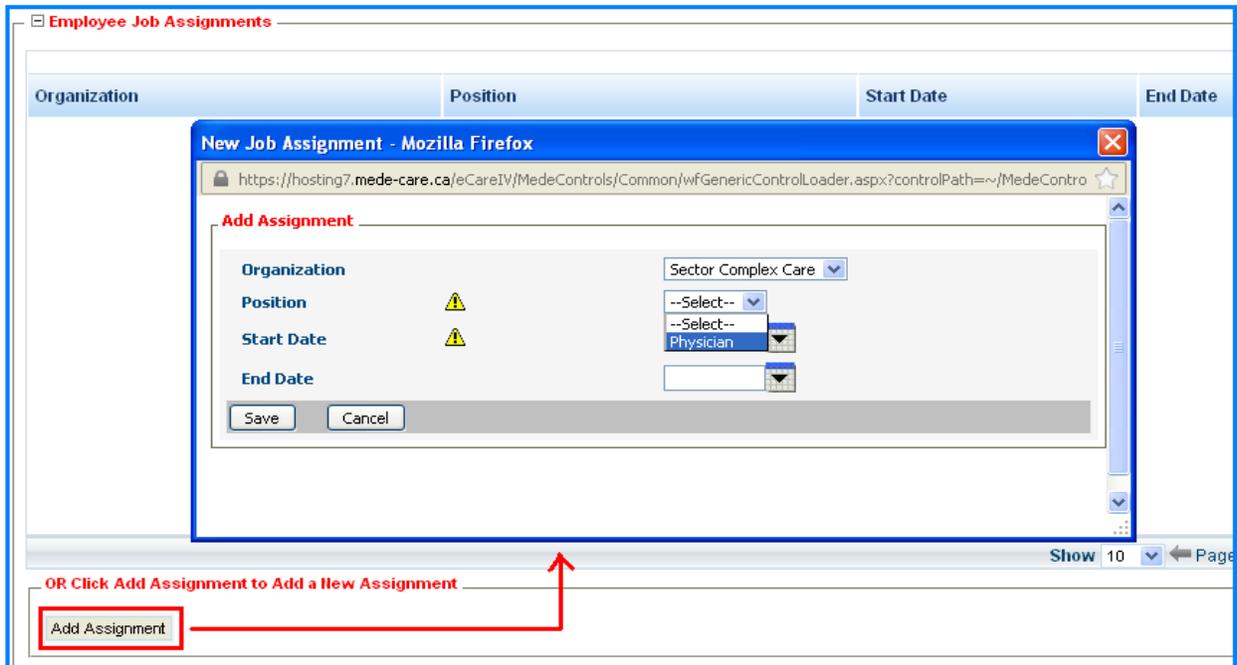
How to add Physician's name to drop down list

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

The screenshot shows the 'Employee users Setup' form. The 'Employee Information' section is highlighted with a red box. The fields are: Title (Mr.), Last Name (Mede-care), First Name (Testing), Gender (Male), User Status (Active), and UserID (abiy@mede-care.com). The 'User Roles' section is also highlighted with a red box. The roles are: Administrative, Data Entry, FacilityAdmin, Office Manager, Super User, CCRS, Doctors, FinancialSecurityTest (checked), PSW, WindowsService, Compliance, E-Fin Tester, My Account, and 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**



- 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.