


Extending Physician/Clinician Access

Purpose: The instructions below explain how to extend patient record access to provider approved physician(s)





STEP 1

User Manager Key Set-up

1. Add the Physician Group/Users in USER MANAGER KEY
 - Login to User Manager Key> Click 'Physician Groups' tab> ADD Physician/Physician group name
 - Click  of Physician group just created, and add userid/password/pin for user
2. Add the physician to your PROVIDER site
 - Login to Provider Application> Click 'Set-up' tab>Referring Physicians> ADD name of the doctor you previously created
*note: ensure first and last name of physician's name matches exactly

STEP 2

Two ways to link a Physician to patient records:

1. If the doctor is the referring doctor on order, see below:
 - Login to Provider Application> Click 'Clinician Access' tab> Click **Extend by CLINICIAN**> Search for physician's name and click 
 - Under 'Matching referring physicians' area click 
 - You will now see the physician under 'Referring physicians assigned'
2. If the doctor is outside doctor/group that needs access to a specified patient's records for further treatment
 - Login to Provider Application> Click 'Clinician Access' tab> Click **Extend by PATIENT** → Search for patient's name and click 
 - Under 'Extend Access to Clinician Group'> Click ADD
 - Search for physician by name
 - Find doctor and click 
 - You will now see the physician under 'Extend Access to Clinician Group'

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