How do I change a provider for staff members?

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Changing the provider for a staff member is an easy and quick process to complete.

1. To change the provider for a staff member start by going to Account > Staff Members.

Account	Marketplace			
ACCOUNT SETTINGS				
User Settings				
Provider Settings				
onpatient Settings				
Account Setup				
Custom Fields				
Copy Dashboard (Beta)				
API				
App Directory				
PRACTICE SETTINGS				
Offices				
Facilities				
Staff Members				
Staff Permissions				
eRx Settings				

2. Select the Staff tab. Click Edit for the staff member you need to change.

Providers Staff	Groups							
Staff								
Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*	
drchronocontent	DrChrono Content	sample@sample.com	Jane Smith			~	Inactive Setup	Edit Delete
jasonofficemanager	Jason Sample	sample@sample.com	Dr. James Smith			~	Inactive Setup	 Edit Delete

3. Select the provider and Save Staff Account.

Edit Office Stat	f
First name Last name Primary Provider	Jason Jane Smith ✓ Dr. James Smith
Email address Username Home phone Cell phone	sample@sample.com jasonofficemanager ()
Send daily billing report? iPad unlock code Restrict offices? Use new dashboard?	 ✓ 1480 □
\rightarrow	Save staff account