

How do I create a staff account?

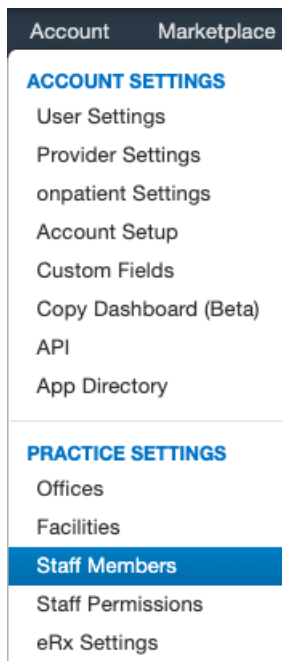
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Providers and those with the permission to create staff accounts have the ability to add staff accounts for their staff members. Staff accounts have the following capabilities which may be customized based on your practice needs:

- Full access to DrChrono
- Scheduling, charting, patient information, settings, profiles, and reporting
- Sign/Locking of clinical notes and submission of e-prescriptions. However, these are executed on behalf of the provider the staff member is assigned under. Staff members cannot sign/lock clinical notes and submit e-prescriptions under their own names.
- Billing information, access to all business intelligence tools, and submitting claims

A comprehensive list of staff permissions may be found [here](#).

1. To create a staff account, first mouse over **Account** on your navigation bar and select **Staff Members**.



2. Select the **+Add Staff Member** button on the right side of the page.

Staff Show inactive + Add Staff Member

Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*	
joshlow	Josh Low	thomas.your@gmail.com	Thomas Your			✓	Inactive	Setup Edit Delete
jbodman	Jane Bodman	thomas.your+janebodman@drchrono.com	Robert Bocian		650-690-5986	✓	Inactive	Setup Edit Delete
tyourvsako	Vivian Sakotoma	thomas.your+viviansakotoma@drchrono.com	Thomas Your			✓	Inactive	Setup Edit Delete
tyourbellini	Chad Bellini	thomas.your+chadbellini@drchrono.com	Ben Bernanke			✓	Inactive	Setup Edit Delete

3. To create a staff account:

- Fill out the information in the given fields (First Name, Last Name, Email Address, etc).
- Select a provider
- Select a [role](#)

- Create a password
- You can [restrict](#) the staff member to one office or select offices

Click **Create New Staff Account** when finished. You can edit certain information and settings later.

New Office Staff

New staff accounts must be activated via an email that will be sent after creating the account.
Please note: Activation link will only be valid for 3 days.

First name	<input type="text" value="Staff"/>
Last name	<input type="text" value="Member"/>
Primary Provider	<input type="text" value="Dr. James Smith"/> ▼
Role	<input type="text" value="Staff"/> ▼
<hr/>	
Email address	<input type="text" value="staff@drchrono.com"/>
Username	<input type="text" value="staffmember123"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Home phone	<input type="text" value="(111) 222-3333"/>
Cell phone	<input type="text" value="(111) 222-4444"/>
<hr/>	
Send daily billing report?	<input checked="" type="checkbox"/>
iPad unlock code	<input type="text" value="6481"/>
Restrict offices?	<input type="checkbox"/>
Use new dashboard?	<input type="checkbox"/>
<hr/>	
<input type="button" value="+ Create new staff account"/>	

4. A verification email will be sent to the email address you inputted for the staff member. Have your staff member click on the email and it will direct them to their new account in the DrChrono EHR. Your staff member may now begin to log in using the username and password you assigned to them when adding them as a staff member.

The staff member will initially be marked as inactive until they activate their account using the link provided to them in the verification email.

VIDEO: Creating Staff in DrChrono

If you are having trouble viewing this video click [here](#).