

Add a New Medical Provider (With User Login)

Last Modified on 12/01/2024 5:50 pm ACDT

This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Overview

A Medical Provider is one who can

- Add clinical Notes
- Create Calendar Sessions and Book appointments
- Do billing/invoices

Things to consider and prepare prior to Medical Provider Set up:

1. Medical Provider's Rate and Fees - If the new Medical Provider has a unique rate table, then you need to create a new rate table.
2. Calendar Sessions - Times the new Medical Provider is Consulting or Operating.
3. Calendar View - Would you like to set up a new calendar view?
4. Invoice Templates

Add a New Medical Provider

- ① 1. Create a New Medical Provider
 - ② 2. Add Additional Details
 - ③ 3. Create a user Login for the Medical Provider
 - ④ 4. Add Medical Provider to Service Locations for Invoices
 - ⑤ 5. Add MOL Payee ID for BUPA if Medical Provider invoices for BUPA
 - ⑥ 6. Create Calendar Sessions
 - ⑦ 7. Add MIMS Prescribing if applicable
-