

User Profile Settings

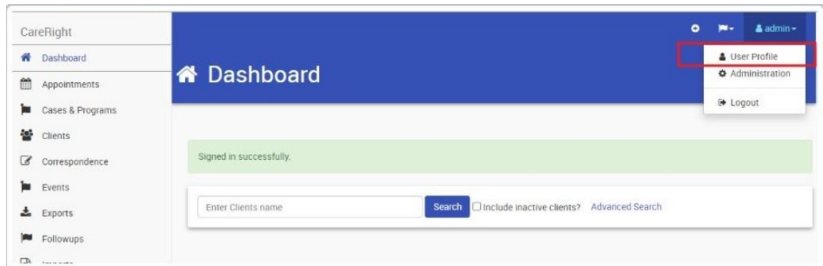
Last Modified on 21/07/2025 12:03 pm ACST

Overview

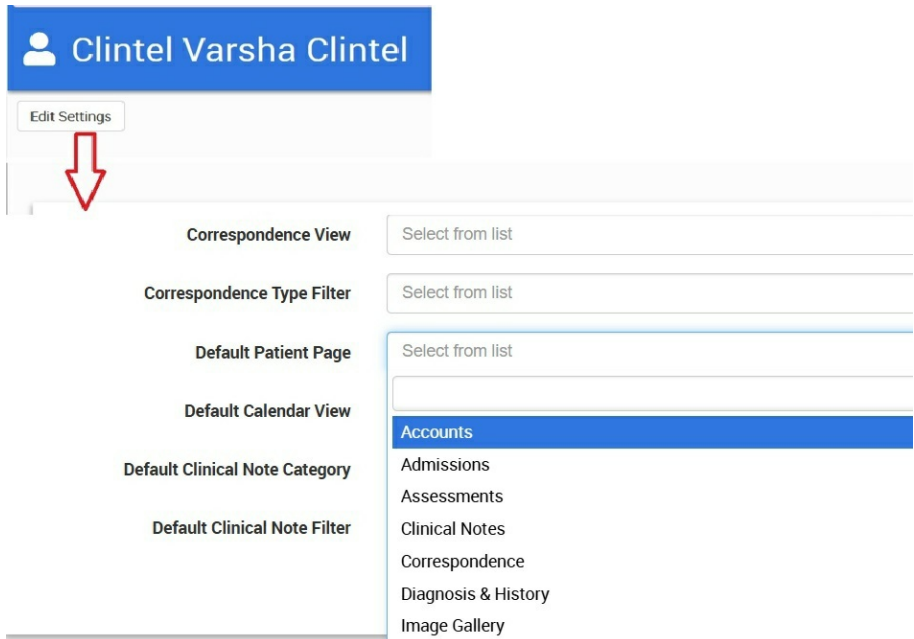
CareRight is dynamic and highly configurable to suit user's preference. To optimise the use of landing pages within CareRight, the following is accessible as User Preference options.

Edit User Preference

1. Click on your profile (top right hand person), click **User Profile**.



2. Click **Edit Settings**



3. Click **Update Settings or Cancel**. The following is accessible as User Preference options.

Field	Description	Available Options
Correspondence View	User can select the preferences to view to view in the Correspondence menu .	<ul style="list-style-type: none">• All Correspondence• My correspondence

Field	Description	Available Options
Correspondence Type Filter	User can select the filter type for the correspondence .	<ul style="list-style-type: none"> • Letter • SMS • Email • Document
Default Patient Page	User can set the preference for the Default Patient Page upon accessing patient data. Example: the Admin staff can set up default page as Admission.	<ul style="list-style-type: none"> • Assessments • Admissions • Accounts • Clinical Notes • Correspondence • Diagnosis and History • Image Gallery • Invoices and Credits • My Health Record Overview • Summary
Default Calendar View	User can set up Default Calendar View . 	This may vary for every Hospital/Practice
Default Clinical Note Category	User can set up the Default Clinical Note Category upon accessing patient clinical note.	- This may vary for every Hospital/Practice

Field	Description	Available Options
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Locale	User can set up their regional and language preferences by selecting relevant Locale code . Example: 'en' for English, 'ja' for Japanese.	The Locale Language Codes are available in drop down list.																																																	
Case Bulk assignment Display	User can set up Case Bulk Assignment display, options are Compact or Extended. <div><div>Bulk Assignments</div><div><div>Compact</div></div><table><thead><tr><th>Name</th><th>ADL</th><th>Clintel Clinic</th><th>default</th><th>Hobart</th><th>MEL</th><th>Test</th></tr></thead><tbody><tr><td>Test by Cat/Loc1 (form, expects daily)</td><td>JK (1)</td><td>HBW</td><td>--</td><td>HBW (1)</td><td>TB</td><td>MS</td></tr><tr><td>Test by Cat/Loc2 (form, not expects daily)</td><td>TB (1)</td><td>BR</td><td>HBW</td><td>HBW</td><td>TP</td><td>TB</td></tr><tr><td>Test by Cat/Loc3 (no form)</td><td>JK (6)</td><td>-- (1)</td><td>TP</td><td>--</td><td>--</td><td>--</td></tr></tbody></table><div><div>Bulk Assignments</div><div><div>Expanded</div></div><table><thead><tr><th>Name</th><th>Bankia Park Clinic</th><th>Default</th><th>Melbourne</th><th>Perth</th><th>Sydney</th><th>Test</th></tr></thead><tbody><tr><td>anxiety</td><td>--</td><td>OC (2)</td><td>--</td><td>--</td><td>MS</td><td>TB</td></tr><tr><td>Test 1</td><td>--</td><td>JK (1)</td><td>JK</td><td>JK</td><td>JK</td><td>JK (1)</td></tr></tbody></table></div></div>	Name	ADL	Clintel Clinic	default	Hobart	MEL	Test	Test by Cat/Loc1 (form, expects daily)	JK (1)	HBW	--	HBW (1)	TB	MS	Test by Cat/Loc2 (form, not expects daily)	TB (1)	BR	HBW	HBW	TP	TB	Test by Cat/Loc3 (no form)	JK (6)	-- (1)	TP	--	--	--	Name	Bankia Park Clinic	Default	Melbourne	Perth	Sydney	Test	anxiety	--	OC (2)	--	--	MS	TB	Test 1	--	JK (1)	JK	JK	JK	JK (1)	<ul style="list-style-type: none">ExpandCompact
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Enter Key in Editor	Default ENTER tab for Text area in CareRight.	<ul style="list-style-type: none">New ParagraphLine Break																																																	
Event View	The Event screen has two different views. 'Expanded and Compact. In Expanded view , there is a dedicated panel for each event. In Compact view , the display becomes Grid of events. <div><div>Expanded</div><div>Oldest First</div><div>01/02/2016 at 03:18 PM</div><div>Mr System Administrator</div><div>East St Kilda Clinic: DESC</div><div>Case: Test Case - 2</div><div><table><tbody><tr><td>104</td><td>Specialist, referred initial consultation</td><td>\$</td></tr><tr><td>116</td><td>Subsequent Consultation</td><td>\$</td></tr><tr><td>12245</td><td></td><td>\$</td></tr></tbody></table></div><div><div>14/06/2016 at 01:59 PM to 02/09/2016 at 08:52 AM (80 days)</div><div>Mr System Administrator</div><div>East St Kilda Clinic: DESC</div><div><table><tbody><tr><td>105</td><td>Review Consultation</td><td>\$</td></tr><tr><td>104</td><td>Specialist, referred initial consultation</td><td>\$</td></tr></tbody></table></div></div><div><div>Compact</div><div>Oldest First</div><div><table><thead><tr><th>Medical Provider</th><th>Service Location</th><th>Service Time</th><th>Item #</th><th></th></tr></thead><tbody><tr><td>Mr System Administrator</td><td>East St Kilda Clinic: DESC</td><td>1/2/16 3:18pm</td><td>104, 116, 12245</td><td>\$ 🔊</td></tr><tr><td>Mr System Administrator</td><td>East St Kilda Clinic: DESC</td><td>14/6/16 1:59pm</td><td>105, 104</td><td>\$ 🔒</td></tr></tbody></table></div></div></div>	104	Specialist, referred initial consultation	\$	116	Subsequent Consultation	\$	12245		\$	105	Review Consultation	\$	104	Specialist, referred initial consultation	\$	Medical Provider	Service Location	Service Time	Item #		Mr System Administrator	East St Kilda Clinic: DESC	1/2/16 3:18pm	104, 116, 12245	\$ 🔊	Mr System Administrator	East St Kilda Clinic: DESC	14/6/16 1:59pm	105, 104	\$ 🔒	<ul style="list-style-type: none">ExpandCompact																			
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Experimental Assessment Printing	Enable/Disable experimental printing of assessments.	Yes/No																																																	
Hide Appointment Notes	Displays or Hides appointment notes	Yes/No																																																	
Include Oec Contact Info		Yes/No																																																	

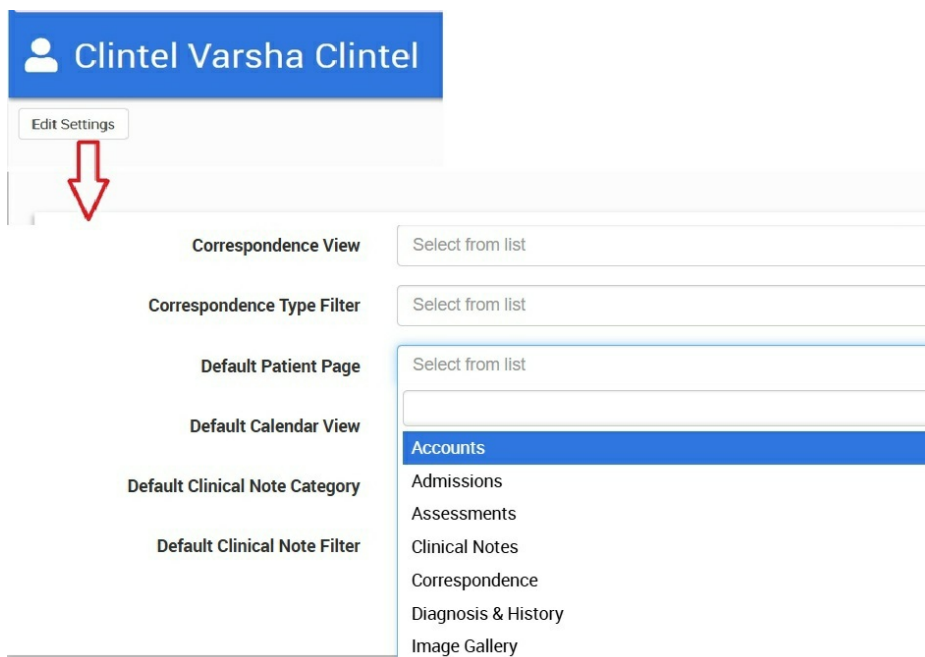
Field	Description	Available Options
Patient Account Grouping	Patient Account can be grouped by Account Provider (default) or by Location or by Guarantor.	<ul style="list-style-type: none"> • Guarantor • Location • Account Provider
Default TYRO Terminal	User can set the default terminal for Tyro.	This may vary for every Hospital/Practice

Patient View Options

Within your **User Profile**, you can modify how you would like to view patient records. **By default**, when you click **Show** for a patient, the patient's **Summary screen** appears.

This can be modified so that only specific areas of a patient record appear when **Show** is clicked.

1. Open your **User Profile**.
2. Click **Edit Settings**.
3. In the **Default Patient Page** field, select a page to display when you Show a patient's profile (refer to list below).
4. Click **Update Settings**.



Clintel Varsha Clintel

Edit Settings

Correspondence View: Select from list

Correspondence Type Filter: Select from list

Default Patient Page: Select from list

Default Calendar View: [Empty field]

Default Clinical Note Category: [Empty field]

Default Clinical Note Filter: [Empty field]

Accounts (selected)

Admissions

Assessments

Clinical Notes

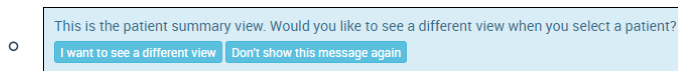
Correspondence

Diagnosis & History

Image Gallery

Default patient pages include the following:

- **(blank)**: If selected, the Summary screen appears (default action) when you click **Show** for a patient. When a patient record is viewed for the first time after this option has been selected, a message panel will appear at the top of the screen stating:



- Clicking the first option will return you to this selection screen and clicking the second option will set the default page to the Summary screen.

- **Accounts:** Displays Patient Accounts and Inactive Patient Accounts panels.
- **Admissions:** Displays Current Admission and Admission History panels.
- **Assessments:** Displays Current Assessments.
- **Clinical Notes:** Displays clinical notes.
- **Correspondence:** Displays the correspondence menu.
- **Diagnosis & History:** Displays Problems and Working Diagnoses panels.
- **Image Gallery:** Displays the images posted in the gallery.
- **Invoices & Credits:** Displays Today's Invoices, Receipts and Refunds (default view).
- **My Health Record Overview:** Displays the My Health Record overview.
- **Summary: The default screen.**

Permissions

If the profile option is set to a non-Summary screen, CareRight will verify that you have the relevant view permissions for the associated screen. If you lack the required permissions, the Summary screen will appear along with an error message stating that you lack the necessary permissions to view the non-Summary page.

How to Change your Default Calendar View (v6.67.8 Enhancement)

1. Open your **User Profile**.
2. Click **Edit Settings**.
3. In the **Default Calendar View**, select a default view to use for your calendar when using CareRight.
 - a. **Note:** For Admins, this selection will override the default calendar view Global Setting.

Change Password

Edit Settings

User Authentication

Username

brian

Email

briansheehan@gmail.com

Correspondence View

All Correspondence

Correspondence Type
Filter

Default Patient Page

Summary

Default Calendar View

Select from list

Enter Key In Editor

Event View

Experimental
Assessment Printing

Patient Account
Grouping

Assessment Team

Burswood

Clintel Clinic

Dr Jones

Dr Ned

Dr Ned Only

Dr Smith

Guarantor

Update Settings

Cancel