## How to Turn On Share Patients

07/24/2024 5:00 pm EDT

If your practice has more than one provider, you have the option to turn on the **Share Patients** permission so that patients can be seen by different providers in the group other than their primary provider.

When **Share Patients** is enabled, users can view and interact with patients in the practice group whose primary provider is different from the primary provider selected on their staff account settings.

## 1. Go to Account > Staff Permissions.

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

Staff Permissions

2. Select **View** next to the provider or staff member to review their permissions.

Permissions Administration 2 Providers Staff Roles Permissions Permission Grid	View	
Provider	Role	
Sample Doctor	Custom	View
Dr. James Smith	Custom	View

3. Scroll down and find the Share Patients permissions. Select Edit Permissions to add this permission to the user.

Access to eRx <b>1</b>	
Access Billing 1	
Access Patient Payments	
Access Patient Analytics ()	
Provider Dropdown <b>1</b>	
View Practice Group (1)	
Share Patients 0	
Access Reports 0	
Settings <b>0</b>	<b>V</b>
Export Patients 0	
Export Patients  Manage Permissions	

4. Check the box for permission and select **Save Permissions**.

Access to eRx <b>0</b>	
Access Billing 1	
Access Patient Payments ()	
Access Patient Analytics 1	
Provider Dropdown 🕄	
View Practice Group 1	
Share Patients 1	
Access Reports ()	
Settings <b>0</b>	
Export Patients 1	
Manage Permissions <b>()</b>	
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Close	Save Permissions