How to Turn On Share Patients

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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 S	ettings	
onpatient Settings		
Account Setup		
Custom Fields		
Copy Dashboard (Beta)		
API		
App Direct	tory	
PRACTICE	SETTINGS	
Offices		
Facilities		
Staff Mem	bers	

Staff Permissions

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

Permissions Administration ?		View
Providers Staff Roles Permissions Permission Grid		· · · · ·
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 eBx A	
Access Billing 1	
Access Patient Payments	
Access Patient Analytics ()	
Provider Dropdown 1	
View Practice Group 1	
Share Patients 0	
Access Reports 0	
Settings 0	V
Export Patients 0	
Export Patients Manage Permissions	

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

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