

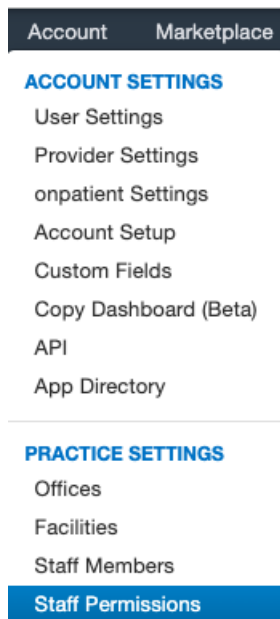
How to Turn On Share Patients

07/24/2024 5:00 pm EDT

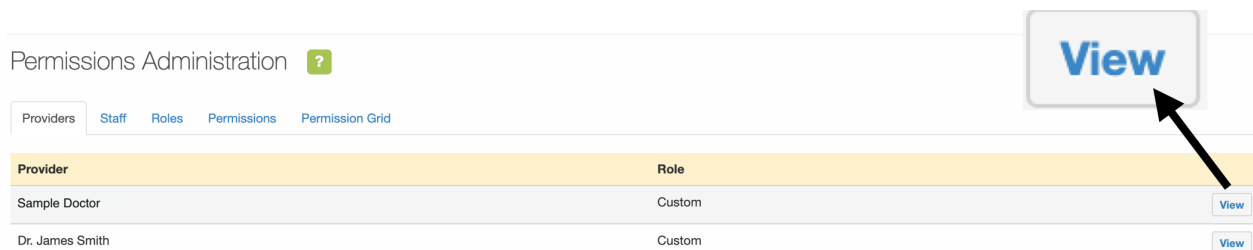
If your practice has more than one provider, you have the option to turn on the **Share Patients** permission so that patients can be seen by different providers in the group other than their primary provider.

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**.




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




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

Access to eRx ⓘ	<input checked="" type="checkbox"/>
Access Billing ⓘ	<input checked="" type="checkbox"/>
Access Patient Payments ⓘ	<input checked="" type="checkbox"/>
Access Patient Analytics ⓘ	<input checked="" type="checkbox"/>
Provider Dropdown ⓘ	<input checked="" type="checkbox"/>
View Practice Group ⓘ	<input checked="" type="checkbox"/>
Share Patients ⓘ	<input type="checkbox"/>
Access Reports ⓘ	<input checked="" type="checkbox"/>
Settings ⓘ	<input checked="" type="checkbox"/>
Export Patients ⓘ	<input checked="" type="checkbox"/>
Manage Permissions ⓘ	<input checked="" type="checkbox"/>

Close  Edit Permissions

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

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Close  Save Permissions