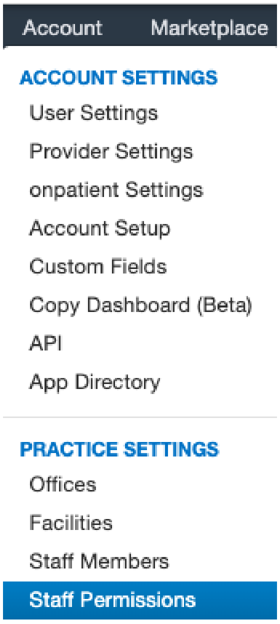
How to Turn On Share Patients

07/24/2024 5:00 pm EDT

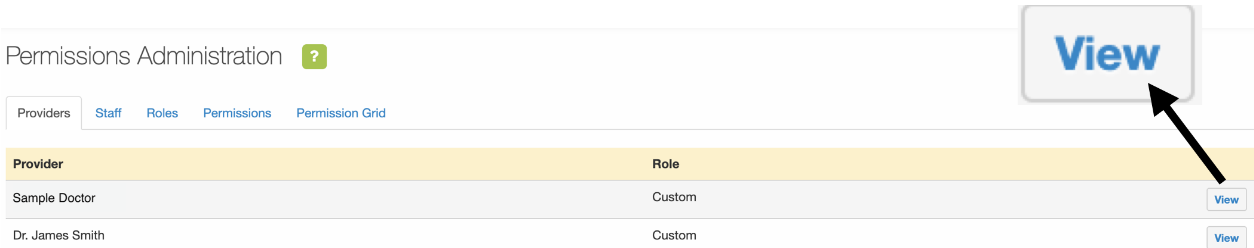
If your practice has more than one provider, you have the option to turn on the **Share Patients** permission so that patients can be seen by different providers in the group other than their primary provider.

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.

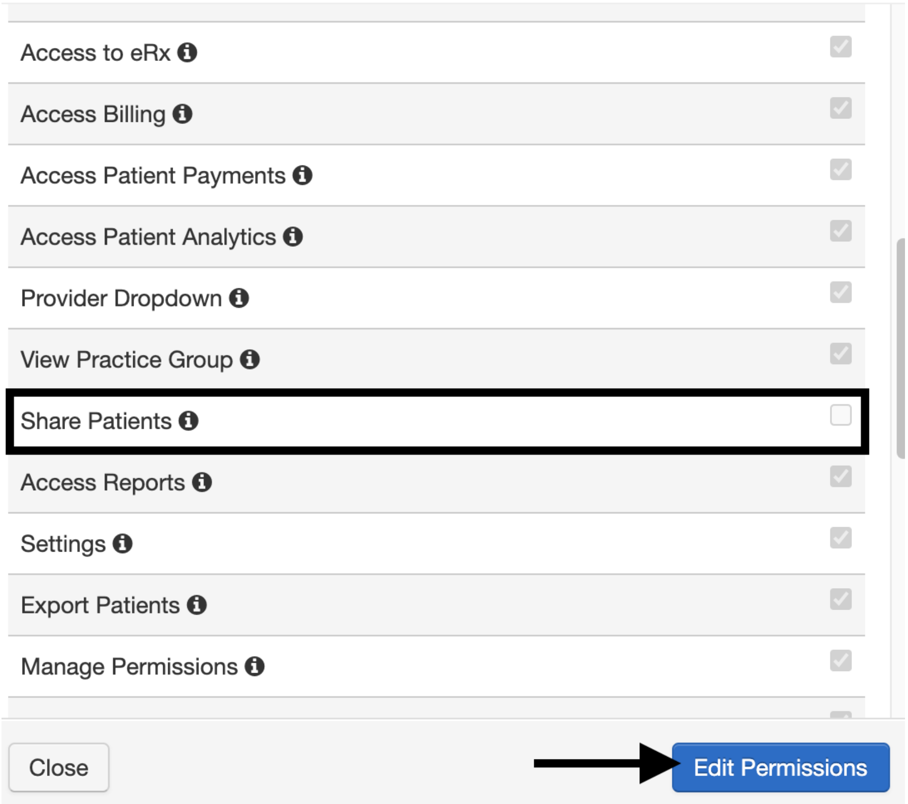
1. Go to **Account** > **Staff Permissions**.



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.



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