How do I change a provider for staff members?

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Changing the provider for a staff member is an easy and quick process to complete.

1. To change the provider for a staff member start by going to Account > Staff Members.

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

2. Select the Staff tab. Click Edit for the staff member you need to change.

Providers	Groups							
Staff								
Login	Name	Email	Primary Provider	Cell	Home	Emer Acs	2-Fac Sec*	
drchronocontent	DrChrono Content	sample@sample.com	Jane Smith			*	Setup	Edit Delete
jasonofficemanager	Jason Sample	sample@sample.com	Dr. James Smith			~	Inactive Setup	Edit Delete

3. Select the provider and Save Staff Account.

Edit Office Stat	f
First name Last name Primary Provider	Jason Jane Smith ✓ Dr. James Smith
Email address Username Home phone Cell phone	sample@sample.com jasonofficemanager ()
Send daily billing report? iPad unlock code Restrict offices? Use new dashboard?	 ✓ 1480 □
\rightarrow	Save staff account