

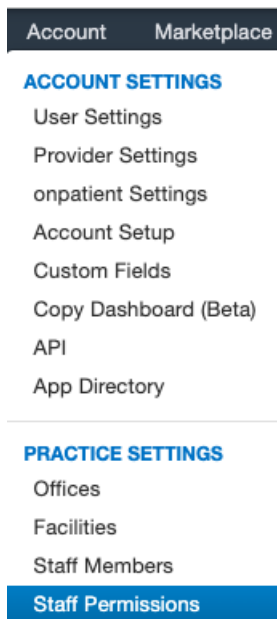
Practice Settings: Editing a Staff Role

07/24/2024 7:30 pm EDT

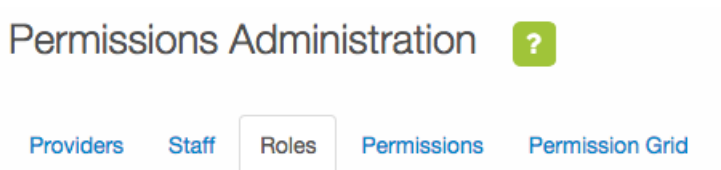
Editing a Staff Role for Your Practice Group

Within your practice, different staff members can have different levels of permission. With staff roles, you can easily customize which staff members have access to different permissions within the DrChrono EHR. This guide will teach you how to edit your existing staff roles.

To begin, mouse over the **Account** section in the DrChrono navigation bar and a dropdown menu should appear. Select the **Staff Permissions** option to enter the **Permissions Administration** page.



To edit a new role, select the **Roles** tab on the **Permissions Administration** page. Here you can view a list of active roles that can be applied to your staff members.



To the right of the role, you would like to edit, hit the **Edit** button. Note that you cannot edit default roles.

Name	Owner	Description	
Billing Staff	Public	Staff which requires access to only billing information.	View Delete
Nurse	Public	Nurse / PA that requires supervising signature	View Delete
Office Manager	Public	Office/Practice Manager manages the office and other staff/doctor accounts	View Delete
Provider	Public	Provider that has access to the entire system	View Delete
Staff	Public	Staff that has access to fundamental system tasks.	View Delete
Intern	Thomas Your	Temporary Interns	Edit Delete

When you select **Edit**, you may edit permissions by using the checkboxes to select and deselect permissions. If you would like to change the permissions of existing users in this role, make sure that the **Update Users with Role** checkbox is selected. When finished, select the **Save Role** button.

Edit Role: Intern ✕

Name:

Description:

Update Users with Role

Permissions

Create and Update Patients ⓘ	<input checked="" type="checkbox"/>
Access Scheduling ⓘ	<input type="checkbox"/>
Appointment Provider Selection ⓘ	<input checked="" type="checkbox"/>
Use iPad EHR ⓘ	<input type="checkbox"/>
Access to Message Center ⓘ	<input checked="" type="checkbox"/>