## **Practice Settings: Assigning Member Roles**

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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 assign your staff new 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.

Account	Marketplace
ACCOUNT S	ETTINGS
User Settin	gs
Provider Se	ettings
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Account Se	etup
Custom Fie	elds
Copy Dash	board (Beta)
API	
App Directe	ory
PRACTICE S	ETTINGS

Offices Facilities Staff Members Staff Permissions

- On the **Permissions Administration** page, select **Staff** to bring up a list of the staff members within the practice.
- Select the View button to the right of the desired staff member.



• The **Permissions editor** will open. Select **Edit Permissions** to unlock the option to change permissions and roles.

Permissions for		
Role: Nurse 🗘		
Permissions		
Create and Update Patients 0	V	
Access Scheduling 1	1	
Appointment Provider Selection ()	V	
Use iPad EHR 0	1	
Access to Message Center <b>()</b>		
Create and Update Contacts 0		
Access Clinical Notes 1	1	
Sign/Lock Clinical Notes 0	1	
Drug Interactions Check ()	$\checkmark$	
Close	Permissions	

• After selecting **Edit Permissions**, you may now click on the **Role** field to reveal a drop-down menu. Select the desired role, then verify that the permissions have now changed to the desired settings. To customize a specific staff member, you may check and uncheck any permissions. This will not edit the permissions associated with a role.

Role:	✓ Nurse	\$
	Billing Staff [public]	
	Nurse [public]	
	Office Manager [public]	
	Provider [public]	
te Patien	Staff [public]	

• Once the desired permissions have been set, you may select the **Save Permissions** button to update your account.

Save Permissions