How to enable "inactive providers" for vaccine records- Immunization Registries (Internal Process)

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Users have the ability to view and select inactive providers when recording a vaccine record for a patient via request.. Upon receipt of the request, DrChrono will enable the feature internally and notify the user.

Steps to enable inactive users via PG Settings

1. Navigate to swords

2. DrChrono Sales CRM (under Account Management section)

3. PG Settings

4. Practice Group Options

5. Show inactive users for vaccines (check the box)

- If the PG setting is **enabled**, the user will **see all inactive and suspended users** as options to select from in the dropdown fields. On default, this PG setting is enabled.

- If the PG setting is **disabled**, the user will **no longer see inactive and suspended users** as options to select from in the dropdown fields. If the inactive or suspended user was previously selected for a vaccine record, there will not be any data overwritten or deleted. This user's name will remain in the vaccine record even with the PG setting disabled.

6. Update Group Info (bottom of page)