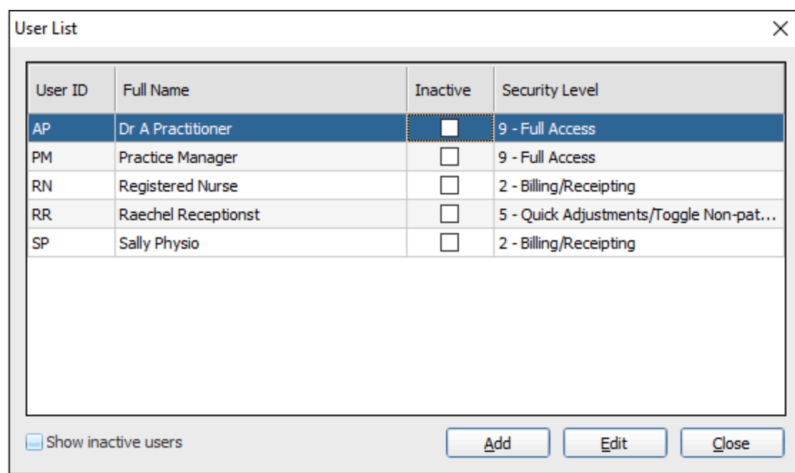




How to add a specialist in Medical Director

1. Select **“Admin”** and then **“User List”** to open the User List window.

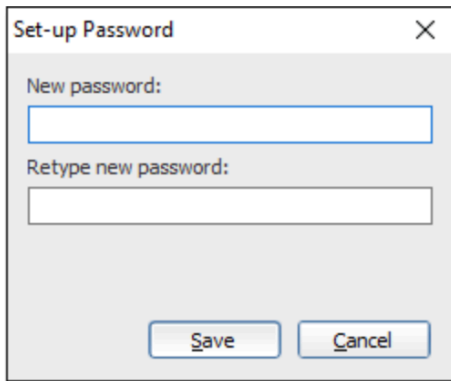


2. Click **“Add”** and the **“User Details”** window opens.

User ID:
 User type:
 Full name:
 Security level:
 Summary data view:
 Recall Attendance Prompt
 Show recall attendance prompt
 Hide recall reason column
 Mark inactive

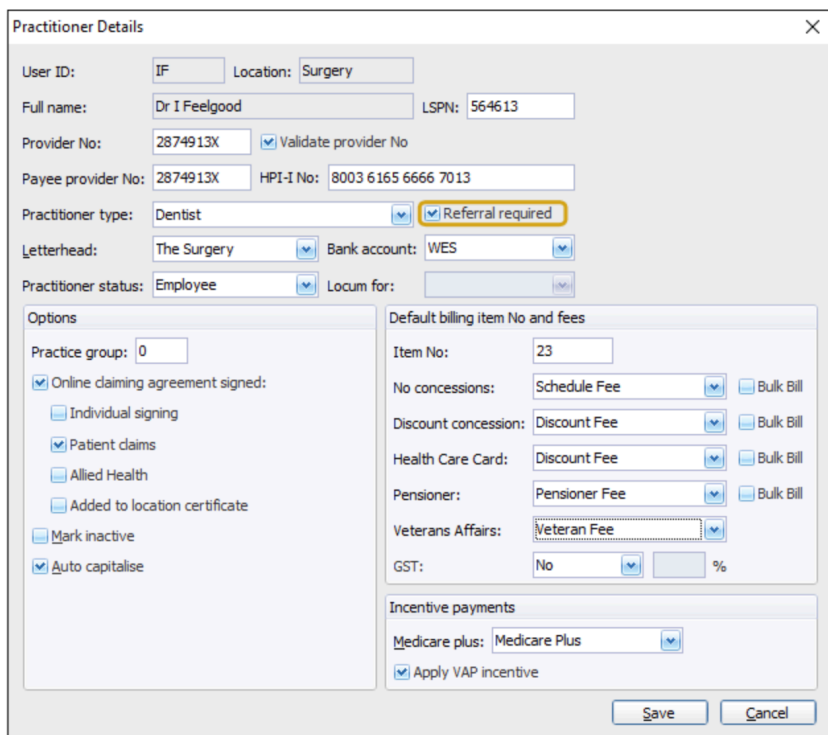
3. Enter a unique ID into the **“User ID”** box - maximum 4 letters.

4. Select "**Practitioner**" from the user type drop down.
5. Enter the full name of the practitioner
6. Select a "**Security Level**" from the drop down box
7. Select a "**Summary Data View**" - this can affect the daysheet reports being run
8. Enable or disable "**Recall Prompts**" as required
9. Click "**Save**" and the "**Set-up Password window**" will open.



The image shows a dialog box titled "Set-up Password" with a close button (X) in the top right corner. It contains two text input fields: "New password:" and "Retype new password:". At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

10. Select and confirm the new password. Passwords must have a minimum of 6 characters. Click "**Save**" to continue.
11. A new window labeled "**Practitioner Details**" will open.



The image shows a dialog box titled "Practitioner Details" with a close button (X) in the top right corner. It contains several fields and sections:

- User ID: IF Location: Surgery
- Full name: Dr I Feelgood LSPN: 564613
- Provider No: 2874913X Validate provider No
- Payee provider No: 2874913X HPI-I No: 8003 6165 6666 7013
- Practitioner type: Dentist Referral required
- Letterhead: The Surgery Bank account: WES
- Practitioner status: Employee Locum for: [empty]

Options section:

- Practice group: 0
- Online claiming agreement signed:
 - Individual signing
 - Patient claims
 - Allied Health
 - Added to location certificate
- Mark inactive
- Auto capitalise

Default billing item No and fees section:

- Item No: 23
- No concessions: Schedule Fee Bulk Bill
- Discount concession: Discount Fee Bulk Bill
- Health Care Card: Discount Fee Bulk Bill
- Pensioner: Pensioner Fee Bulk Bill
- Veterans Affairs: Veteran Fee
- GST: No %

Incentive payments section:

- Medicare plus: Medicare Plus
- Apply VAP incentive

At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

12. Ensure the "**Referral Required**" box is checked.
13. Click "**Save**"