

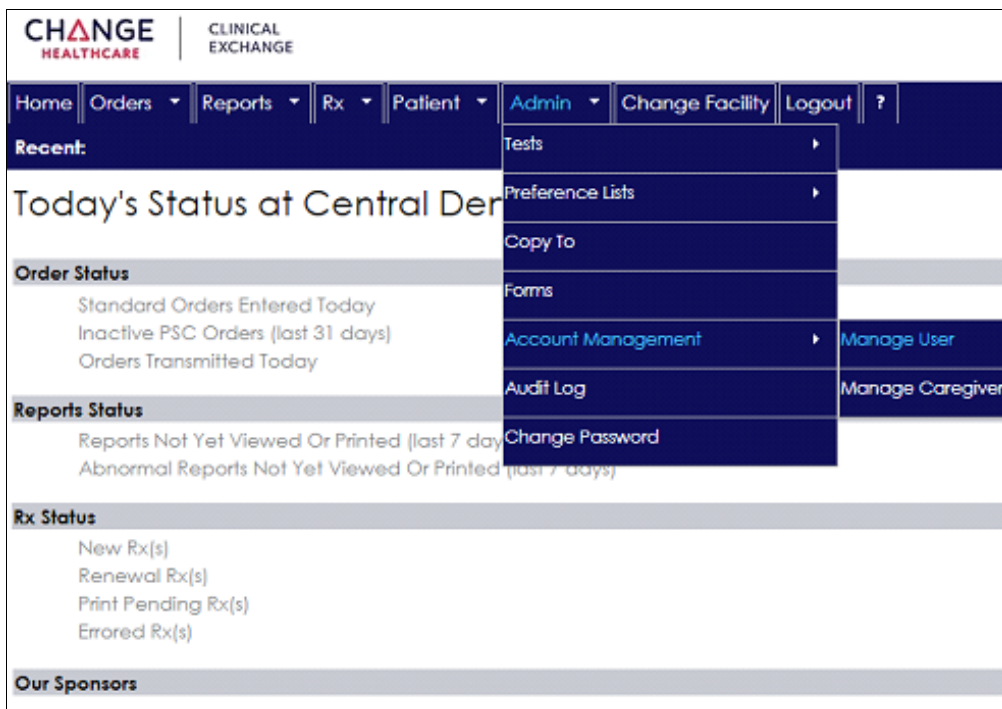
Adding New Users to Your Clinician Account

This four-page handout is intended for all team members and provides the steps for adding users to your Clinician Account in the ePrescriptions software and for managing the accounts.

Important: You must have **Administrative** privileges to manage clinician accounts.

To add a new user:

- 1 Log in to Change Healthcare. The **Main** window is displayed.



- 2 On the **Admin** tab, select **Account Management > Manage User**.



The **Account Management** window is displayed.

CHANGE HEALTHCARE | CLINICAL EXCHANGE

Home | Orders | Reports | Rx | Patient | Admin | Change Facility | Logout | ?

Recent: [Manage User](#)

Account Management

[Reset Password](#) [Copy User](#) [Force Logout](#) [View Permissions](#) View: Active

User ID	Name	Inactive?
carestream_admin_ak	Admin_AK Carestream	<input type="checkbox"/>

[Reset Password](#) [Copy User](#) [Force Logout](#)

- 3 Select the name of a current user from whom you want to copy the permissions for the new user.
- 4 Click **Copy User**. The **Copy User** window is displayed.

Copy User

User Name: Max Concurrent Logins:

Password: Confirm Password:

Password Expires Display EULA on First Login

Last Name: First Name:

Date of Birth: Gender:

SSN:

Email:

Question for Validation:

Response to Question:

[Close](#) [Save](#)

- 5 Fill in all required fields, indicated by blue dots.
 - For the user name, use the first initial of the first name and the full last name.
 - If the name already exists, a message is displayed. Add a **1** or **2** to the name so that the names are consistent; for example, **p_patt**, **p_patt1**, **p_patt2**.
 - If the new user name is created successfully, a message is displayed.
- 6 Deselect the **Password Expires** option.

- 7 Click **Save**.
- 8 In the software, configure your user name and password to match the ePrescriptions credentials. See the following “[Configuring Your Log-in for ePrescriptions.](#)”

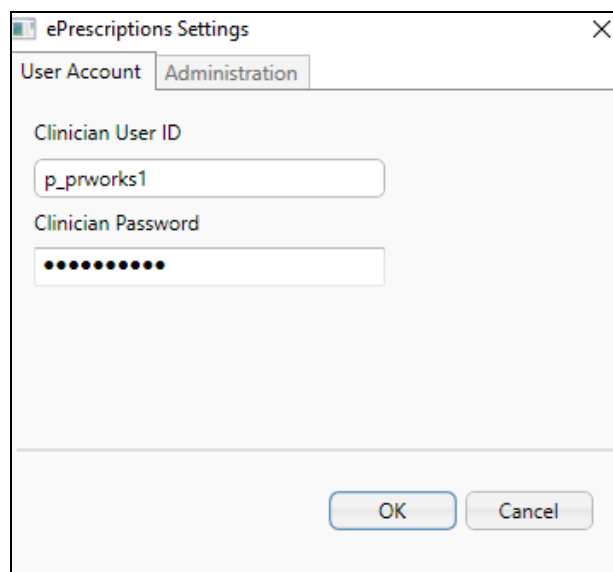
Configuring Your Log-in for ePrescriptions

Each employee must link his or her software log-in credentials to the ePrescriptions module.

To configure your practice management log-in for ePrescriptions:

- 1 Log in to the software. The main menu is displayed.
- 2 Do one of the following:
 - For SoftDent, select **System > Module > ePrescriptions**.
 - For PracticeWorks, select **Activities > ePrescriptions > Configure ePrescriptions Login**.
 - For WinOMS, select **Tables > Configure ePrescriptions Logon**.

The **ePrescriptions Settings** window is displayed.



The screenshot shows a dialog box titled "ePrescriptions Settings" with a close button (X) in the top right corner. It has two tabs: "User Account" (selected) and "Administration". Under the "User Account" tab, there are two input fields. The first is labeled "Clinician User ID" and contains the text "p_prworks1". The second is labeled "Clinician Password" and contains masked characters (dots). At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

- 3 In the **Clinician User ID** field, enter your user name.
- 4 In the **Clinician Password** field, enter your password.
- 5 Click **OK**.

Managing Accounts

If a user is locked out of his or her account or needs to reset the password, do one of the following:

- If a user is locked out for three minutes or if the user is having trouble logging in, select the user and click **Force Logout**.
- To reset a password, select the user and click **Reset Password**.

To inactivate or activate a user, do one of the following:

- To inactivate a user, select the user and check the **Inactive?** option.
- To activate an inactive user, click the arrow in the **View** field and select **Inactive**. A list of inactive users is displayed. Find the inactive user and deselect the **Inactive?** option.