Handout

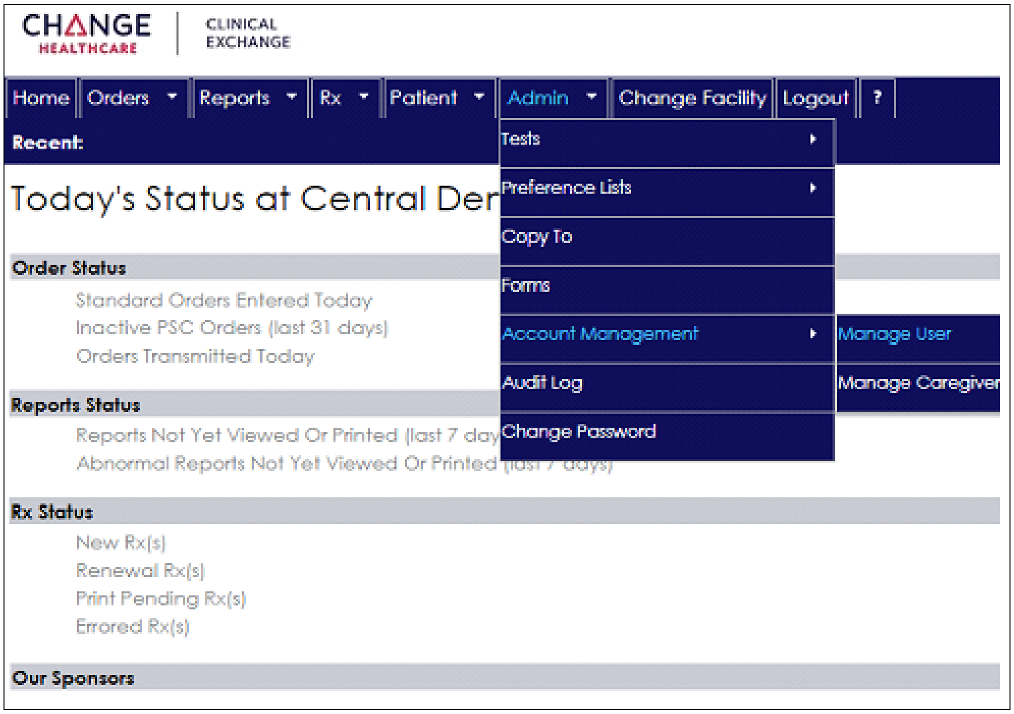
Adding New Users to Your Clinician Account

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.

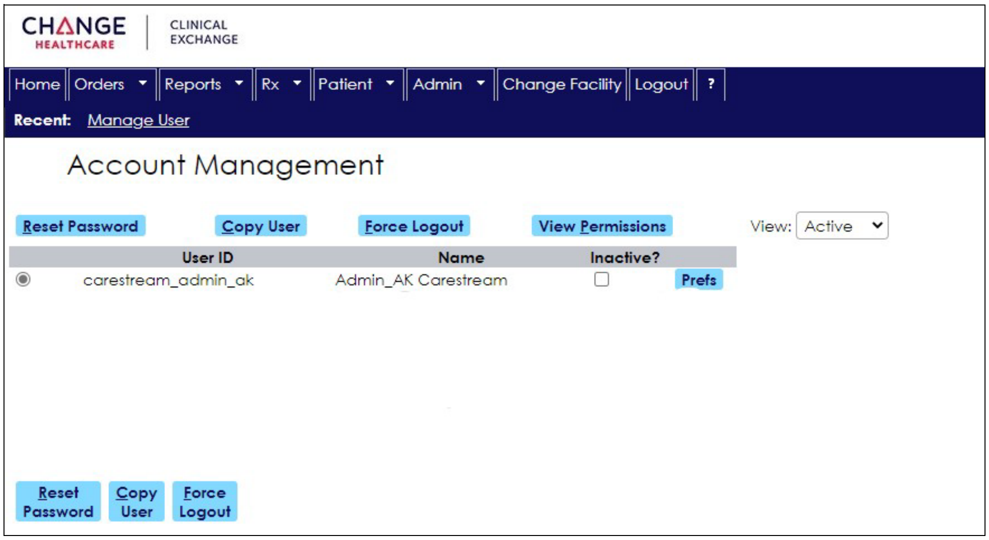
To add a new user:

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



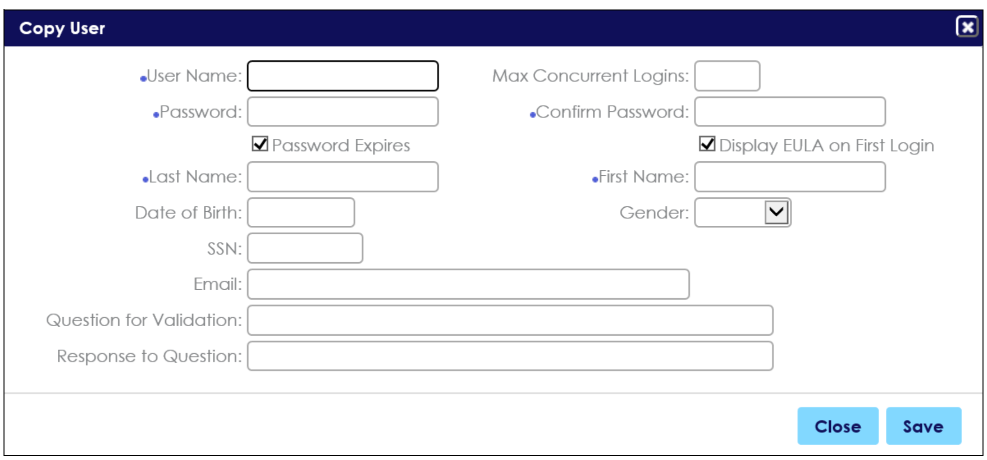
2 On the **Admin** tab, select **Account Management > Manage User**.

The **Account Management** window is displayed.



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.



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.

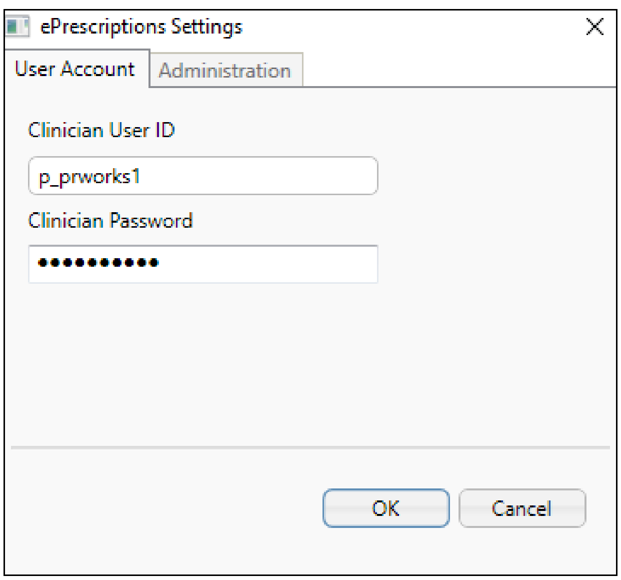
To configure your practice management log-in for ePrescriptions:

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.



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.