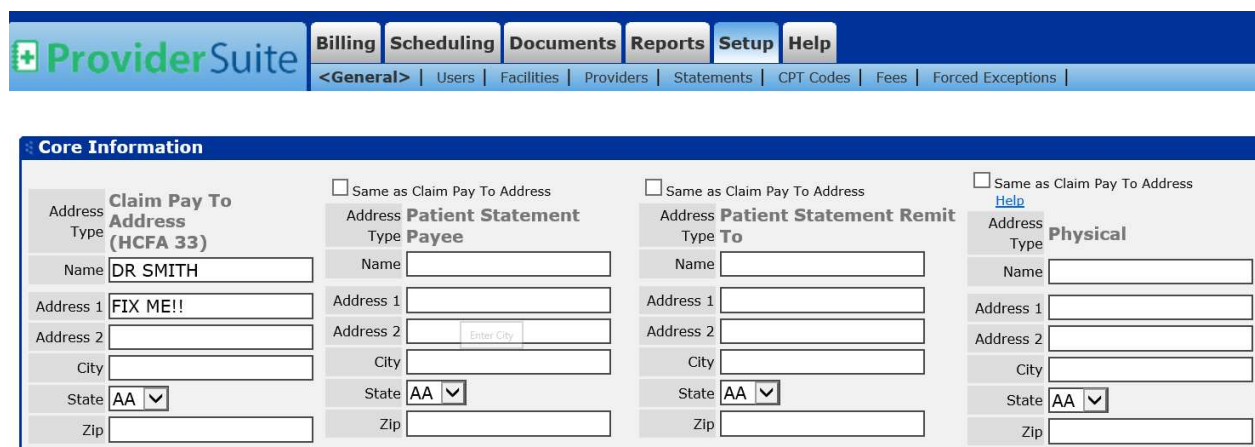


ProviderSuite Setup Users

User access is done via the Users section of PA Setup, which can only be accessed by individuals with practice manager access.

PA requires that each user login with their unique user name and password. For added security, the following precautionary rules are also in place: Passwords will expire if not used for 35 days – if this happens, the user will get a message that their login has been disabled and needs to be reset. Users will be prompted to create a new password every 12 weeks, which cannot be the same password as any of their prior 4 passwords. Each user can be assigned to more than one practice, if required, without having to add new logins for the user.



User Access Levels

PracticeAdmin Billing Manager - User Security Level by Module Access

Module	Account Manager	Billing Specialist 1	Billing Specialist 2	Charge Entry 1
Demographics	F	F	F	P
Charge Entry	F	F	F	F
Payments	F	F	F	
AR Dashboard	F	F	F	
Reports	F	F	F	P
Account Setup	F	P		
Scheduler	F	F	F	F
Schedule Setup	F	F		

Module	Charge Entry 2	Charge Entry 3	File Clerk	Front Desk
Demographics	F		R	P
Charge Entry	F	F		
Payments				
AR Dashboard				

Reports			P	P
Account Setup				
Scheduler	F	F	R	F
Schedule Setup	F	F		

Module	Payment Poster	Provider, Manager	Provider, Non Manager
Demographics			
Charge Entry		F	
Payments	F	F	R
AR Dashboard	P	F	R
Reports	P	F	R
Account Setup		F	
Scheduler	F	F	R
Schedule Setup			

PracticeAdmin Schedule Manager - User Security Level by Module Access

Module	Account Manager	Billing Specialist 1	Billing Specialist 2	Charge Entry 1	Charge Entry 2
View Schedule	F	F	F	F	F
Facility Template	F	F			F
Provider Template	F	F			F
Reports	F	F	F	F	F
Setup Facilities	F	F		F	F
Setup Providers	F	F		F	F
Setup Lookup	F	F		F	F
Setup Account	F				
Setup Schedule Groups	F	F			F

Module	Charge Entry 3	File Clerk	Front Desk	Payment Poster	Provider, Manager	Provider, Non Manager
View Schedule	F	F	F		F	F
Facility	F				F	F

Template						
Provider Template	F				F	F
Reports	F		F		F	F
Setup Facilities	F				F	F
Setup Providers	F				F	F
Setup Lookup	F				F	F
Setup Account						
Setup Schedule Groups	F				F	F

F = Full Access

P = Partial Access

R = Read-only Access

Blank = No Access

Updated Setup - Users page

Adding new users and linking the existing users to the practice is now available via two hyperlinks placed on top of the page.

Add New Users hyperlink will produce the standard Add New User window when clicked, and Link Additional Users hyperlink will provide a search field instead of the full list of all unlinked users to browse manually.

Linking users to the current practice

To link more users to the practice,

- Click the Link Additional Users hyperlink and find the desired user or a set of users using the Search field.
- Users can then be linked to the practice by clicking the Link User to Practice hyperlink available for each found user. Security level and option to CC to manager are available as before or all users being added to the practice.

The search is performed for full names of users, enabling use of wildcards before and after the search word. Search results will contain all active and not deleted users matching the search criteria, not yet linked to the current practice. Search results are split into pages containing 20 entries each if there are too many results to display on a single page.

To hide the search results for linking additional users press the Done button.

Users
[Link Additional Users](#)
[Add New Users](#)
[Users Help](#)

Full Name	User Name	Security Level	CC To Manager	
DESANTIAGO, LISA	LISAD	Physician, Non-Manager	<input checked="" type="radio"/> Yes <input type="radio"/> No	Link User to Practice
Santiago, Mia	MSantiago	Physician, Non-Manager	<input checked="" type="radio"/> Yes <input type="radio"/> No	Link User to Practice

Total found: 2

Users linked to the practice

	Name	Security Level	Email	CC To Manager	Last Login & Password Status
Edit	, Username: frontendk	Physician, Non-Manager	cpriddy30@gmail.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: Yes Password Expiration: Default
Edit	, testUser123 Username: testUser123	Billing Specialist	asdf@asdf.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: No Password Expiration: Default

Ability to search users linked to the practice

Now users linked to the practice can be searched from the Setup - Users page instead of browsing through the full list of linked users.

A search can be performed using any search field. The Search button becomes available when at least one of the search fields is not empty.

The search filters down complete list of users linked to the practice according to the specified search parameters. All matches for individual fields will be displayed, for example, if name John is specified for the First Name field and Doe is specified for the Last Name field, all users with name John AND all users with last name Doe will be listed in the search results.

By default, search is performed using direct match, but it can be broadened by using wildcards * and %. Wildcards can be entered before or after the word, but not in the middle.

To reset search results to full list of all linked users, click the Reset button.

Users
[Link Additional Users](#)
[Add New Users](#)
[Users Help](#)

	Name	Security Level	Email	CC To Manager	Last Login & Password Status
Edit	, Username: frontendk	Physician, Non-Manager	cpriddy30@gmail.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: Yes Password Expiration: Default
Edit	, testUser123 Username: testUser123	Billing Specialist	asdf@asdf.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: No Password Expiration: Default
Edit	A, James Graham Username: grahamja	Billing Specialist	docjgraham@yahoo.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: No Password Expiration: Default
Edit	Adameit, Hilary Username: adameith	Admin level	adameith@practiceadmin.com	Yes	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: No Password Expiration: Default
Edit	ADAMEIT, TEST Username: hadameit	File Clerk, read only	ADAMEITA@AOL.COM	No	Last Login: 10/10/2013 9:12:27 AM Last P/W change: 10/10/2013 9:12:27 AM Password reset?: No Password Expiration: Default

ProviderSuite

Check for unique email address when adding or editing users

User's emails are now checked to be unique when a new user is added or an existing user is edited.

User-specific password expiration

Administrators and practice managers are now able to configure password expiration setting for individual users.

The Password Expiration setting is available on the Setup - Users page, allowing choosing one of the listed values which will be used to determine the amount of days between mandatory password changes for the corresponding users.

Default setting corresponds to the currently set instance-wide password expiration setting.

Users

[Link Additional Users](#) [Add New Users](#) [Users Help](#)

Users linked to the practice

User Name Last Name First Name Middle Name

	Name	Security Level	Email	CC To Manager	Last Login & Password Status
Update Cancel	UserName: frontend	Physician, Non-Manager	cpriddy30@gmail.com	<input checked="" type="radio"/> Yes <input type="radio"/> No	Reset Password Enable Account Remove User Reset GUID Password Expiration: <input type="text" value="Default"/>
Edit	testUser123 UserName: testUser123	Billing Specialist	asdf@adsf.com	Yes	Last Login: 10/8/2013 Last P/W change: 10/8/2013 Password reset?: No Password Expiration: 30 days 29 AM
Edit	A. James Graham UserName: grahamja	Billing Specialist	docjgraham@yahoo.com	Yes	Last Login: 10/8/2013 Last P/W change: 10/8/2013 Password reset?: No Password Expiration: 60 days 29 AM
Edit	Adameith, Hilary UserName: adameith	Admin level	adameith@practiceadmin.com	Yes	Last Login: 10/8/2013 Last P/W change: 10/8/2013 3:36:29 AM Password reset?: No Password Expiration: 180 days Default