

Lab 5: openEMR: EHR Administration Functions

5.1 Learning objectives:

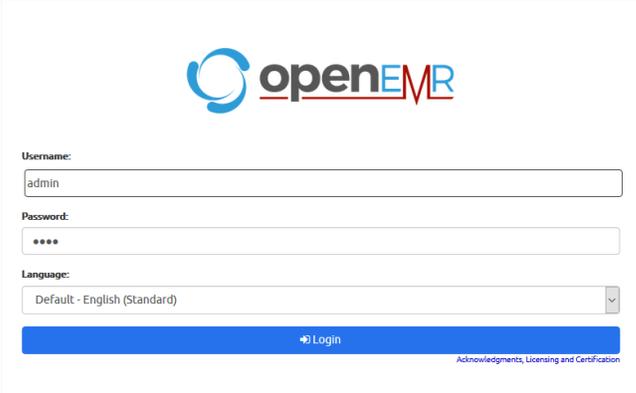
- To learn how to add and manage facilities
- To learn how to add and manage Users administration
- To learn how manage Lists
- To learn how to manage the Address Book
- To learn how to manage Procedure order administration
- To learn how to add and manage Pharmacy

5.2 Login page

Role: admin

User Name: admin

Password: pass



Username: admin

Password: ****

Language: Default - English (Standard)

Login

Acknowledgments, Licensing and Certification

5.3 Admin Account Configuration and Settings

After login, The IT admin user should do the following:

Setup the openEMR system with the following

- 1- Set up new facilities
- 2- Add new users
- 3- Manage practices
- 4- Manage procedure order
- 5- Add Pharmacy Dispensary Module
- 6- Log out

Facilities

Facilities refer to place or equipment necessary for providing healthcare services and could be: Clinic (inside Hospital or center, or independent clinic), Inpatient hospital, Outpatient hospital, Emergency room, Office, Radiology center, Medical lab, Pharmacy, and Others

1. Set up new Facilities

Admin has to add the following facilities

Facility	Facility Type	Other info
[University Name] medical center	Outpatient Hospital	Represent the whole institute University address, city, country, phone, color, etc.
[University Name] general clinic	Independent clinic	Part of the institute The address, city ... as above
[University Name] eye clinic	Independent clinic	Part of the institute The address, city ... as above
[University Name] Nurse Facility	Skilled nurse facility	Part of the institute The address, city ... as above
[University Name] pharmacy	Pharmacy	Part of the institute The address, city ... as above

To set up facility, do the following:

- Go to the **Administration** menu

Calendar Flow Board Messages Patient/Client Fees Modules Procedures Administration Reports Miscellaneous Popsups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center

Tuesday, August 29, 2017

Day Week Month

August							Administrator Adr
M	T	W	T	F	S	S	
31	01	02	03	04	05	06	8:00
07	08	09	10	11	12	13	8:15
14	15	16	17	18	19	20	8:30
21	22	23	24	25	26	27	8:45
28	29	30	31	01	02	03	9:00
Providers							
All Facilities							9:15
All Users							9:30
Administrator, Administrator							9:45
							10:00
Your Clinic Name Here							10:15
BZU Clinic							10:30
BZU pharmacy							10:45
BZU Lab							11:00
BZU Nurse							11:15
							11:30
							11:45
							12:00
							12:15
							12:30

- Globals
- Facilities
- Users
- Addr Book
- Practice
- Codes
- Layouts
- Lists
- ACL
- Files
- Backup
- Rules
- Alerts
- Patient Reminders
- Other

- Choose **Facility**

Calendar Flow Board Messages Patient/Client Fees Modules Procedures Administration Reports Miscellaneous Popsups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center

Tuesday, August 29, 2017

Day Week Month

August							Administrator Adr
M	T	W	T	F	S	S	
31	01	02	03	04	05	06	8:00
07	08	09	10	11	12	13	8:15
14	15	16	17	18	19	20	8:30
21	22	23	24	25	26	27	8:45
28	29	30	31	01	02	03	9:00
Providers							
All Facilities							9:15
All Users							9:30
Administrator, Administrator							9:45
							10:00
Your Clinic Name Here							10:15
BZU Clinic							10:30
BZU pharmacy							10:45
BZU Lab							11:00
BZU Nurse							11:15
							11:30
							11:45
							12:00
							12:15
							12:30

- Globals
- Facilities
- Users
- Addr Book
- Practice
- Codes
- Layouts
- Lists
- ACL
- Files
- Backup
- Rules
- Alerts
- Patient Reminders
- Other

- Click **Add** button

Calendar Flow Board Messages Patient/Client Fees Modules Procedures Administration Reports Miscellaneous Popups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center Facilities

Facilities Add

Name	Address
BZU pharmacy	Birzeit,Ramallah,palestine
BZU Clinic	Birzeit,Ramallah,palestine
BZU Lab	Birzeit,Ramallah,
BZU Nurse	Birzeit,Ramallah,palestine
Your Clinic Name Here	

http://localhost/openemr/interface/usergroup/facilities_add.php

- **Fill** and **Save** the facility form as shown in the figure below

Calendar Flow Board Messages Patient/Client Fees Modules Procedures Administration Reports Miscellaneous Popups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center Facilities

Facilities Add

Name	Address
BZU pharmacy	Birzeit,Ramallah,palestine
BZU Clinic	Birzeit,Ramallah,palestine
BZU Lab	Birzeit,Ramallah,
BZU Nurse	Birzeit,Ramallah,palestine
Your Clinic Name Here	

Add Facility Save Cancel

Name: *

Address:

City:

State:

Country:

Website:

Billing Location:

Service Location:

Primary Business Entity:

POS Code:

Billing Attn:

CLIA Number:

Phone:

Fax:

Zip Code:

Tax ID:

Facility NPI:

Email:

Accepts Assignment (only if billing location):

Color:

- Repeat the above steps to add the other facilities

2. Add new users

- Go to the **Administration** menu and choose **Users**

The screenshot shows the software interface with the 'Administration' menu open. The 'Users' option is highlighted. In the background, a table of facilities is visible:

Name	Address	Phone
BZU pharmacy	Birzeit, Ramallah, palestine	
BZU Clinic	Birzeit, Ramallah, palestine	
BZU Lab	Birzeit, Ramallah,	
BZU Nurse	Birzeit, Ramallah, palestine	
Your Clinic Name Here		000-000-0000

- click **Add User**

The screenshot shows the 'User / Groups' page. The 'Add User' button is circled in red. Below the button, there is a table of users:

Username	Real Name	Additional Info	Authorized?
admin	Administrator Administrator		yes
ihab	ihab tra.eng		
khaled	khaled khaled		
mohammad	mohammad mohammad k		
sami	sami sami		
sandy	sandy sandy		

- **Fill** and **Save** the User form as shown in the figure below

The screenshot shows the 'Add User' form in the OpenEMR interface. The form is titled 'Add User' and has 'Save' and 'Cancel' buttons. It contains the following fields:

- Username: *
- Password: *
- Your Password: *
- Provider: Calendar:
- Middle Name:
- Default Facility: BZU pharmacy
- Federal Drug ID:
- See Authorizations: None
- Job Description:
- Calendar UI: Outlook
- NewCrop eRX Role: --Select Role--
- Additional Info:
- First Name: *
- Last Name: *
- Federal Tax ID:
- UPIN:
- NPI:
- Provider Type: Select Type
- Taxonomy: 207Q00000X
- State License Number:
- Access Control: Accounting, Administrators (selected), Clinicians, Emergency Log

- Repeat the above steps to add the other Users

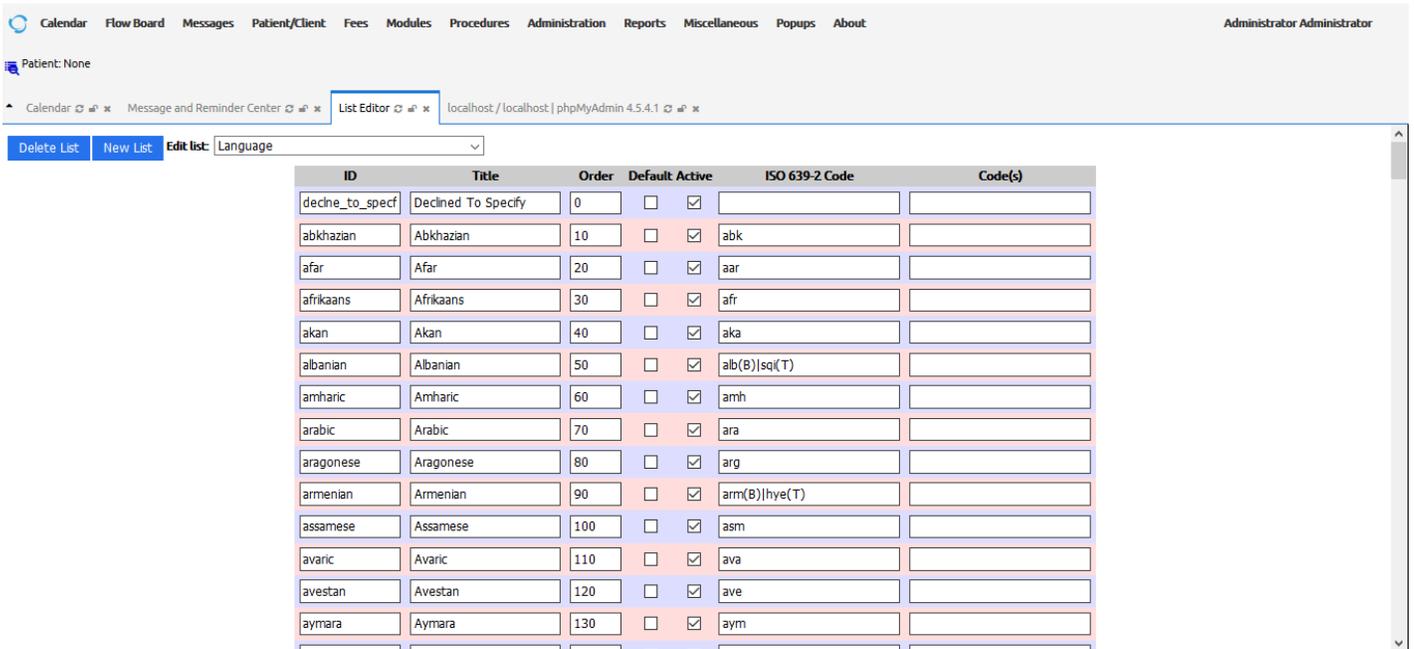
3. Manage List

OpenEMR allow administrator user to edit the **lists, examples on the list**

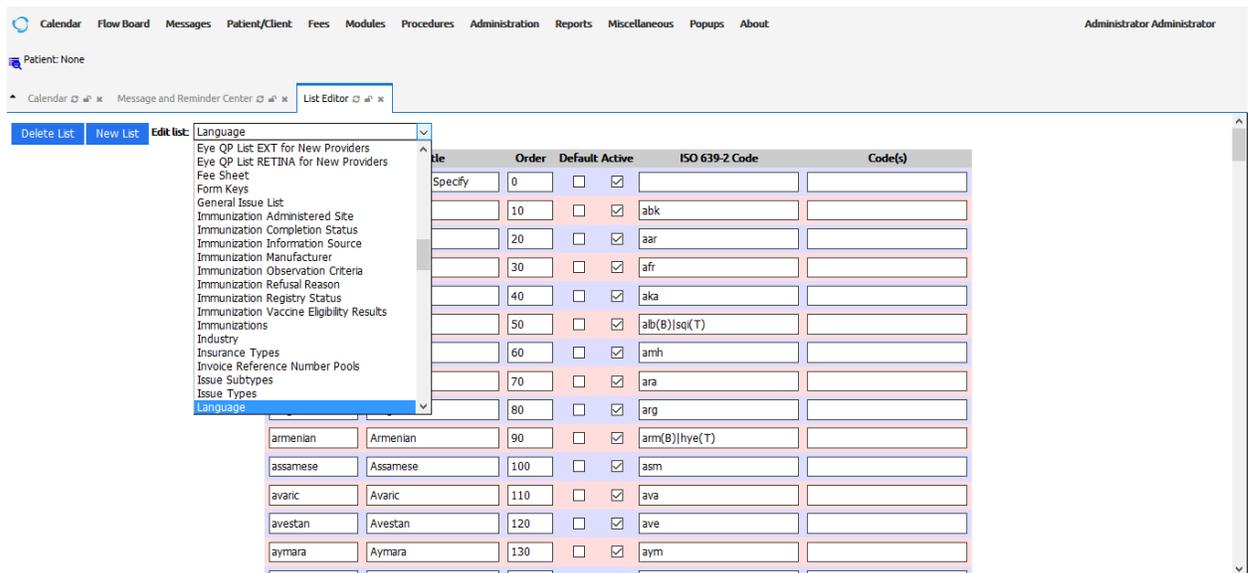
1. Language list → list of all languages
2. NewCrop eRX Role → users' role in the add user form

To manage (add, edit, delete) list, **IT admin** has to do the following:

- Choose **List** from **Administration** menu, this will open the **List Editor**



- Select the **list** to be managed from the drop-down list

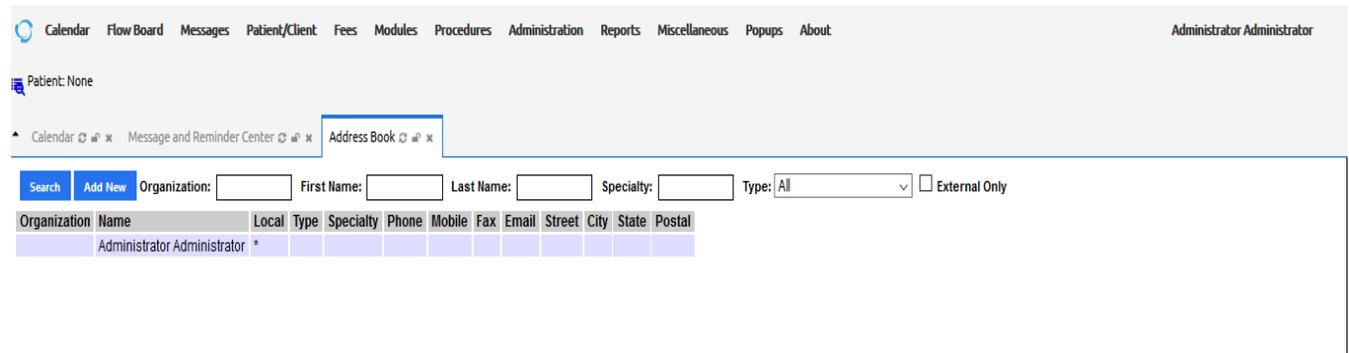


- Manage list item displayed in the list table
- Save** the list form as shown in the figure below:
- Repeat the above steps to manage the other lists

1. Address Book

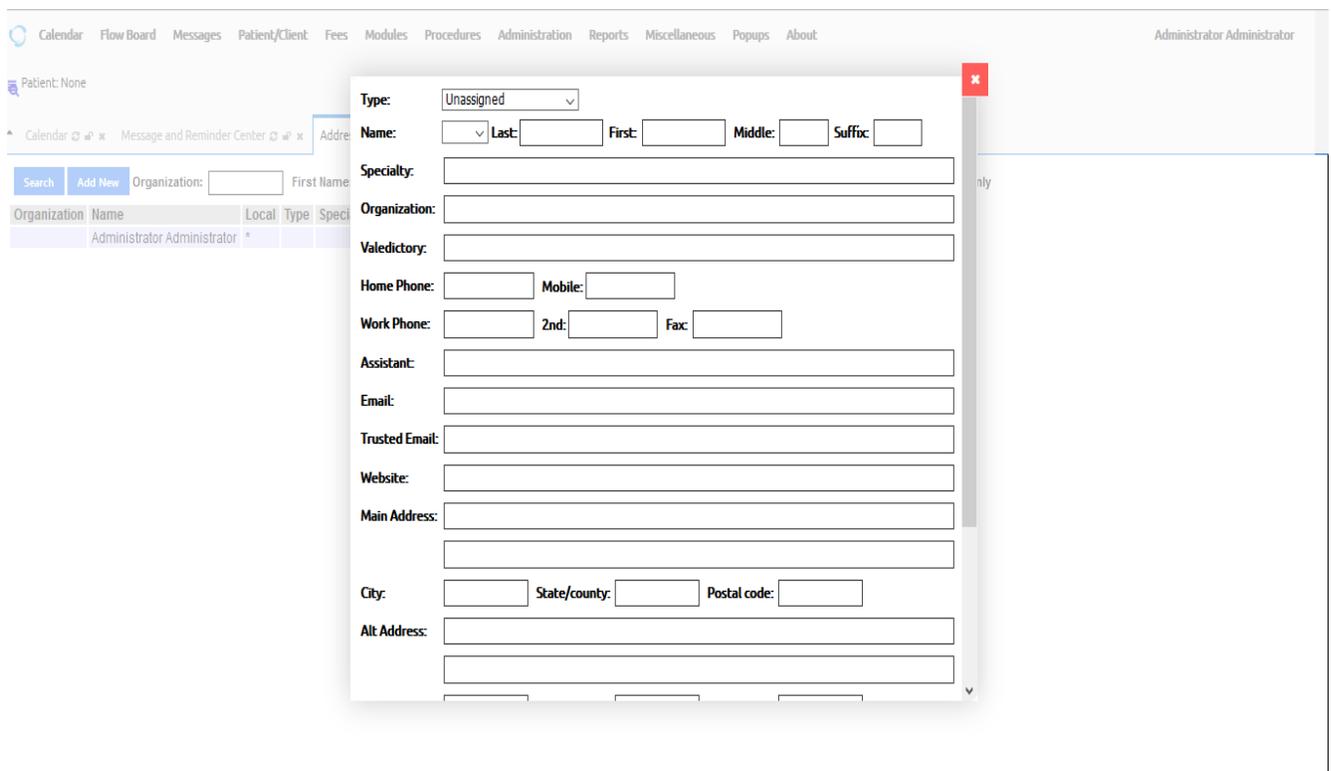
To manage the address Book, **IT admin** has to do the following:

- Choose **Address Book** from **administration** menu



The screenshot shows the 'Address Book' interface. At the top, there is a navigation menu with items: Calendar, Flow Board, Messages, Patient/Client, Fees, Modules, Procedures, Administration, Reports, Miscellaneous, Popups, and About. The user is logged in as 'Administrator Administrator'. Below the navigation, there is a breadcrumb trail: 'Patient: None' > 'Calendar' > 'Message and Reminder Center' > 'Address Book'. The main area contains search filters: 'Search', 'Add New', 'Organization: [text box]', 'First Name: [text box]', 'Last Name: [text box]', 'Specialty: [text box]', 'Type: All [dropdown]', and an 'External Only' checkbox. Below the filters is a table with the following columns: Organization, Name, Local, Type, Specialty, Phone, Mobile, Fax, Email, Street, City, State, Postal. The table contains one row: 'Administrator Administrator *'.

- Click **Add New** to add new organization to the address book



The screenshot shows the 'Add New' form for an organization. The form is a modal window with a red close button in the top right corner. It contains the following fields: 'Type: Unassigned [dropdown]', 'Name: [dropdown] Last: [text box] First: [text box] Middle: [text box] Suffix: [text box]', 'Specialty: [text box]', 'Organization: [text box]', 'Valedictory: [text box]', 'Home Phone: [text box] Mobile: [text box]', 'Work Phone: [text box] 2nd: [text box] Fax: [text box]', 'Assistant: [text box]', 'Email: [text box]', 'Trusted Email: [text box]', 'Website: [text box]', 'Main Address: [text box]', 'City: [text box] State/county: [text box] Postal code: [text box]', and 'Alt Address: [text box]'. The background shows the 'Address Book' interface with the 'Add New' button highlighted.

- **Fill and Save**

2. Procedure order administration

- Procedure order allows providers to send order to other local or external providers
 - a. Lab test order
 - b. Radiology image order
 - c. Medication prescription
- To complete procedure, the admin has to make a number of preliminary steps:
 - a. Add provider
 - b. Configure order procedure
- Then, providers can add procedure order (e.g., lab order)

To add provider, the admin has to add provider data in the address Book as follows:

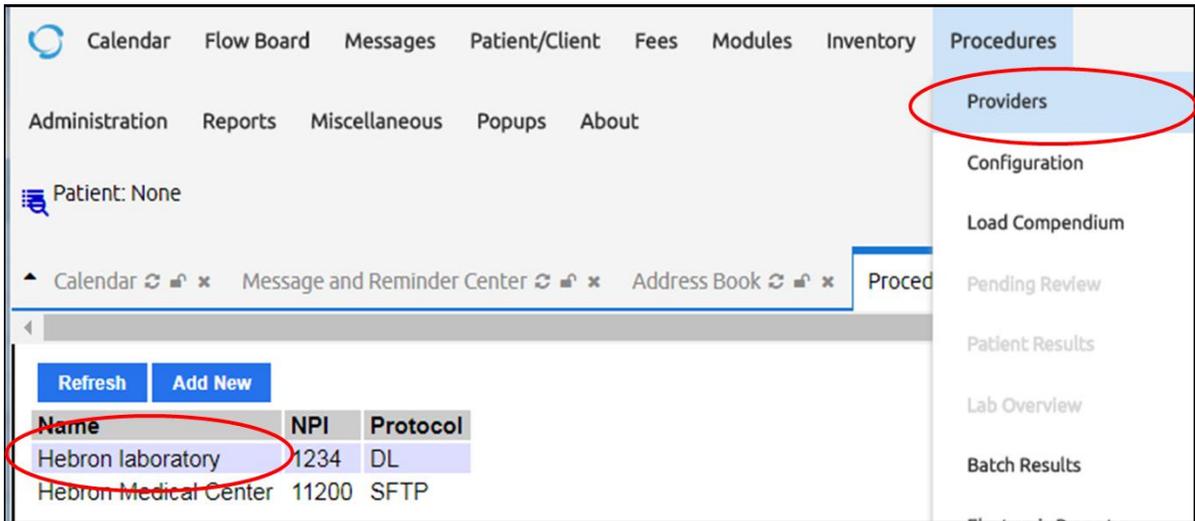
- **Select Administration → addr book**
Step 4 above
- **Add new organization data**
Step 4 above
- **Select organization type → Lab service**

The screenshot shows a web form for adding a provider organization. The 'Type' dropdown menu is open, showing options: Unassigned, Imaging Service, Immunization Service, Lab Service (highlighted), Specialist, Vendor, Distributor, Care Coordination, Other, EMR Direct, External Provider, and External Organization. The form includes fields for Organization, Director Name (with First, Middle, and Suffix sub-fields), Valedictory, Home Phone, Work Phone (with Fax), Assistant, Email, Trusted Email, Website, Main Address, City, State/county, Postal code, and Alt Address.

- Click save

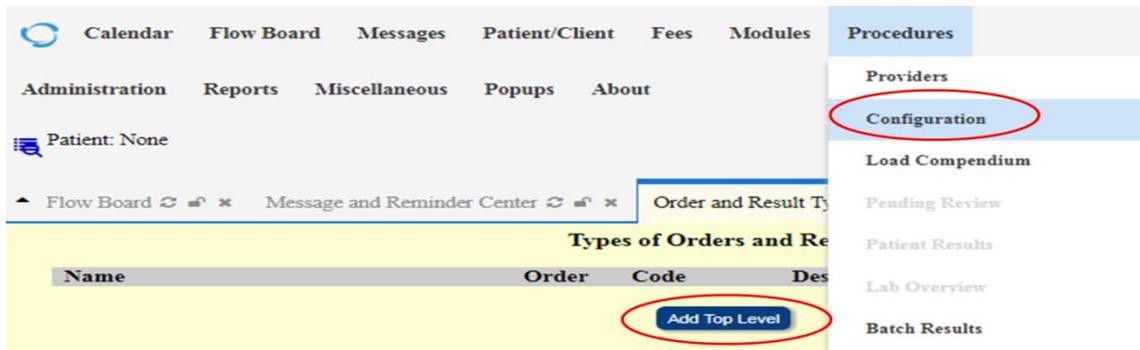
Then, create procedure provider as follows:

- ❖ Select **Procedure** → **provider** → **Add New**



To configure procedure order, the provider has to do:

- ❖ Select **procedure** → **configuration** → **Add Top-Level**



The screenshot shows a form for adding a top-level procedure type. The form contains the following fields:

- Procedure Type: Group
- Name: Chemistry
- Description: Comprehensive Medical Lab Tests
- Sequence: 0

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

On right-side of Chemistry, click **Add**

- Add **CBC as Middle-Level** procedure order

Flow Board Message and Reminder Center Order and Result Types

Types of Orders and Results

Name	Order	Code	Description
Chemistry			Comprehensive Medical Lab Tests [Edit] [Add]

Add Top Level

- Add **RBC as Third-level** discrete lab test

Calendar Message and Reminder Center Order and Result Types Address Book

Types of Orders and Results

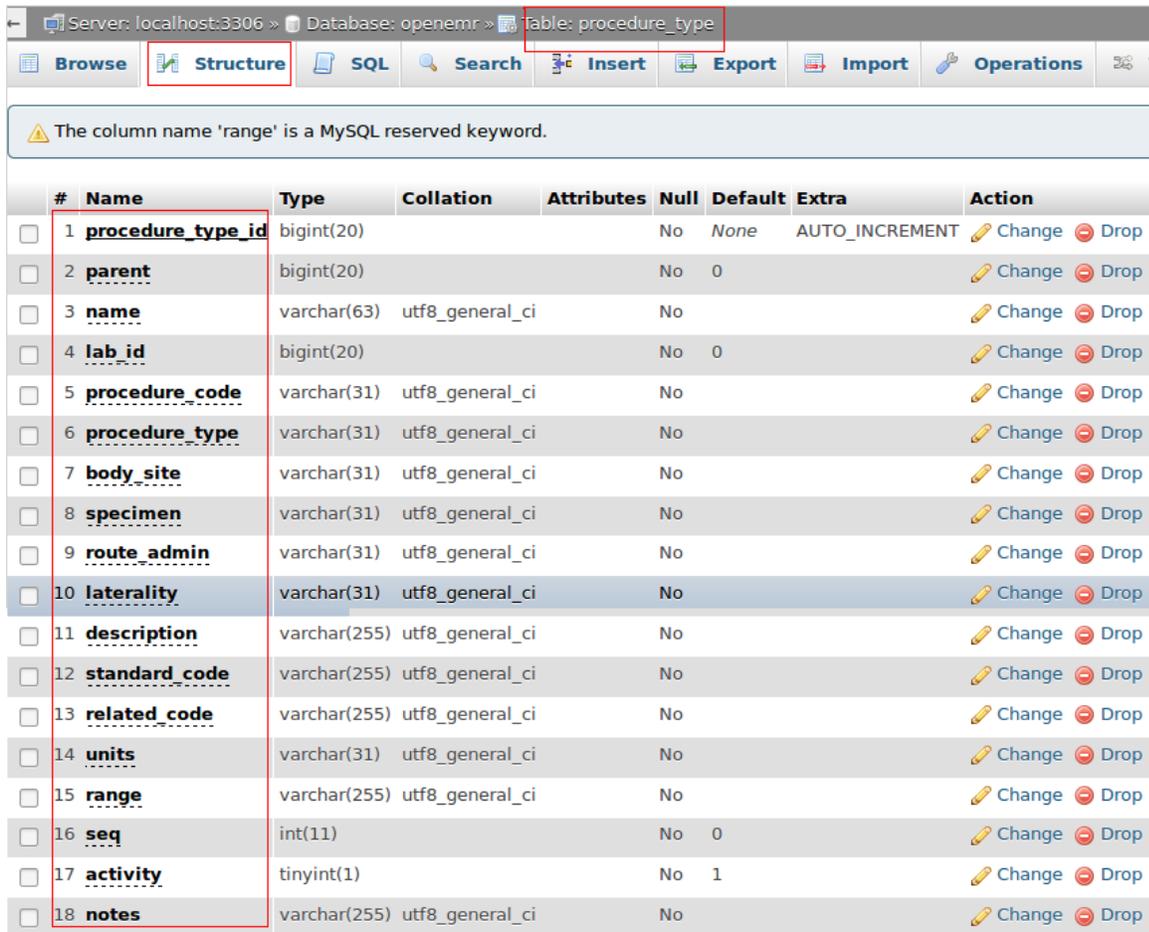
Name	Order	Code	Description
- Chemistry			Groups of tests that are routinely ordered to determine a person's general health status. [Edit] [Add]
- CBC	Yes	001	complete blood count test measures several components and features of your blood, including: [Edit] [Add]
RBC		004	Red blood cells, which carry oxygen The red blood cell count: count the number of red blood cells (RBCs) you have and how much oxygen your tissues receive. [Edit] [Add]
WBCs		003	A white blood cell (WBC) count is a test that measures the number of white blood cells in your body. [Edit] [Add]
Chemistry Blood test	Yes	005	measurement the levels of important electrolytes and other chemicals substances in patient's blood such as Glucose and sodium. [Edit] [Add]
- X-Ray image			An x-ray (radiograph) is a noninvasive medical test that helps physicians diagnose and treat medical conditions. Imaging with x-rays involves exposing a part of the body to a small dose of ionizing radiation to produce pictures of the inside of the body. [Edit] [Add]
Angiography	Yes	021	Angiography is an X-ray technique used in the examination of the arteries, veins and organs to diagnose and treat blockages and other blood [Edit] [Add]

3. Procedure Order Preparations

First

Download this data set, [Mayo_loinc.zip](#). Because phpMyAdmin will only accept a zipped .sql file (this is a zipped .csv file), it must be extracted before import.

Understand the structure of the procedure_type table and the characteristics of each column.



The screenshot shows the phpMyAdmin interface for the 'procedure_type' table. The 'Structure' tab is selected. A warning message states: 'The column name 'range' is a MySQL reserved keyword.' The table structure is as follows:

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
<input type="checkbox"/>	1 procedure_type_id	bigint(20)			No	None	AUTO_INCREMENT	Change Drop
<input type="checkbox"/>	2 parent	bigint(20)			No	0		Change Drop
<input type="checkbox"/>	3 name	varchar(63)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	4 lab_id	bigint(20)			No	0		Change Drop
<input type="checkbox"/>	5 procedure_code	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	6 procedure_type	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	7 body_site	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	8 specimen	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	9 route_admin	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	10 laterality	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	11 description	varchar(255)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	12 standard_code	varchar(255)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	13 related_code	varchar(255)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	14 units	varchar(31)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	15 range	varchar(255)	utf8_general_ci		No			Change Drop
<input type="checkbox"/>	16 seq	int(11)			No	0		Change Drop
<input type="checkbox"/>	17 activity	tinyint(1)			No	1		Change Drop
<input type="checkbox"/>	18 notes	varchar(255)	utf8_general_ci		No			Change Drop

Second

Navigate from the Menu to Administration/Other/Database. From the 4th page of the database, go to procedure_type, then to the Import tab. Browse for the unzipped file and click Go.

Server: localhost:3306 » Database: openemr » Table: procedure_type

Browse Structure SQL Search Insert Export Import More

Browse your computer: Mayo_loinc.csv (Max: 30MiB)

Character set of the file: utf-8

unzipped

Partial Import:

Allow the interruption of an import in case the script detects it is close to the PHP timeout limit. *(This might be a good way to import large files, however it can break transactions.)*

Skip this number of queries (for SQL) or lines (for other formats), starting from the first one:

Format:

CSV

Note: If the file contains multiple tables, they will be combined into one.

Format-Specific Options:

Replace table data with file

Columns separated with:

Columns enclosed with:

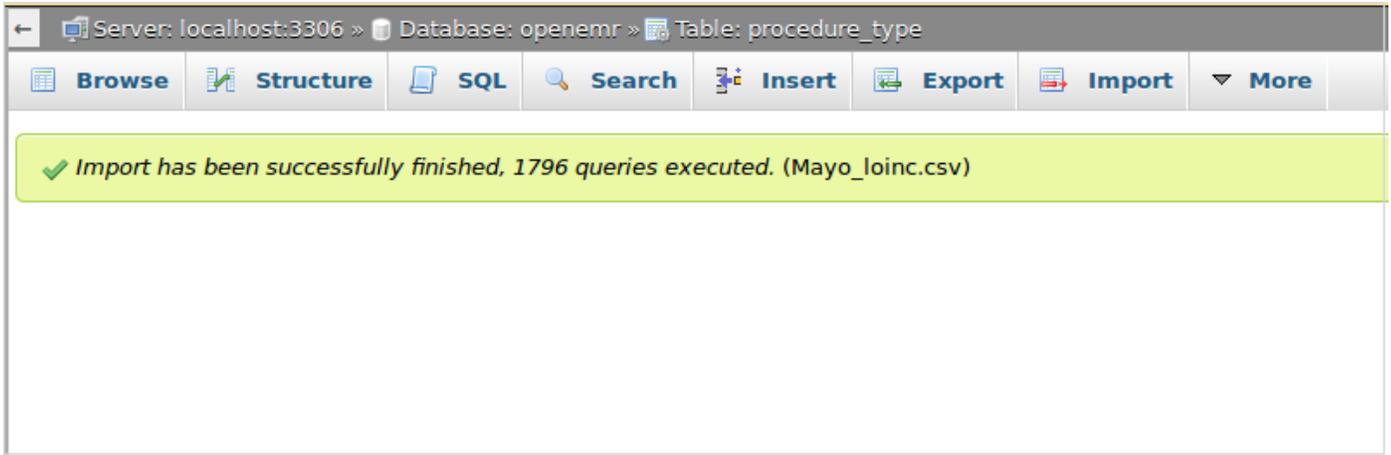
Columns escaped with:

Lines terminated with:

Column names:

Do not abort on INSERT error

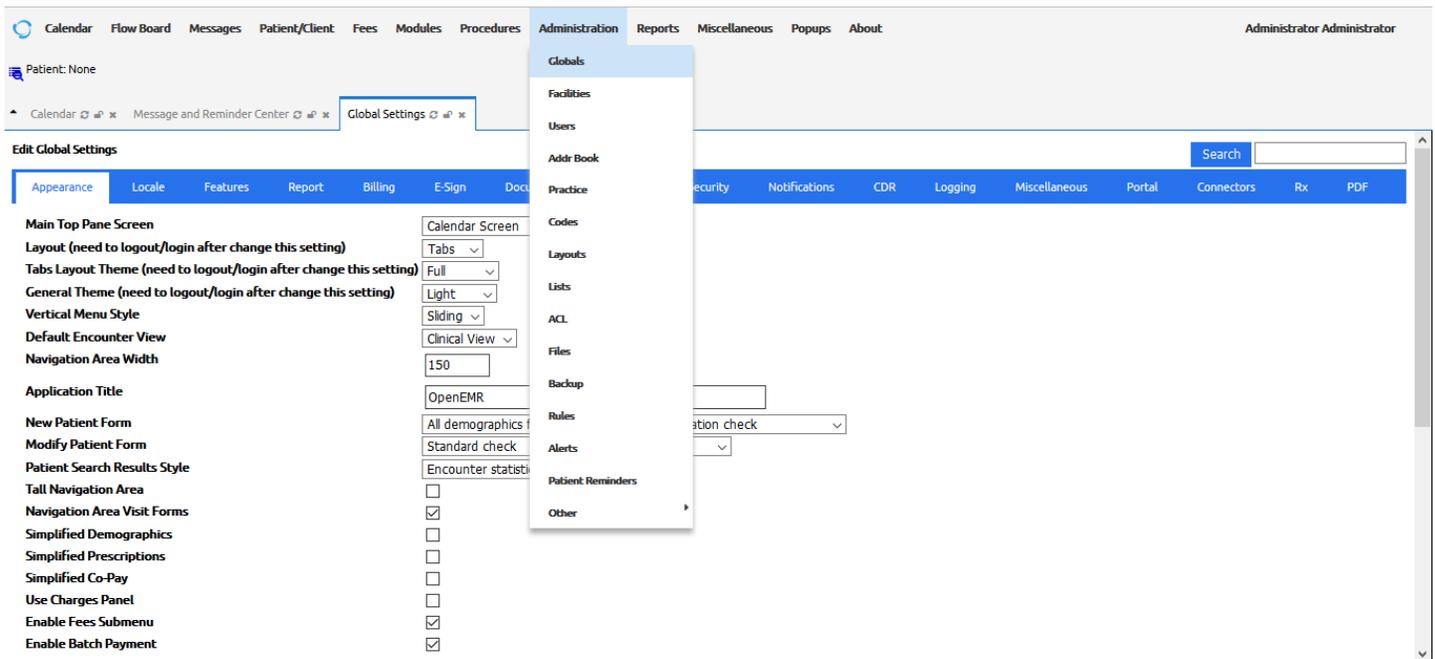
If all goes well, you should see the following.



4. Manage Pharmacy

Pharmacy Dispensary Module must be activated before it can be used. To activate it, the **admin** has to do the following:

- Select **Administration** → **Globals** menu



- Select **Feature** tab

The screenshot shows the OpenEMR Global Settings page with the 'Features' tab selected. The page has a top navigation bar with various menu items and a user profile 'Administrator Administrator'. Below the navigation bar, there are tabs for 'Appearance', 'Locale', 'Features', 'Report', 'Billing', 'E-Sign', 'Documents', 'Calendar', 'Security', 'Notifications', 'CDR', 'Logging', 'Miscellaneous', 'Portal', 'Connectors', 'Rx', and 'PDF'. The 'Features' tab is active, displaying a list of settings with checkboxes and dropdown menus.

Setting Name	Value / Status
Specific Application	None
Drugs and Products	Do not inventory and sell any products
Disable Chart Tracker	<input type="checkbox"/>
Disable phpMyAdmin	<input type="checkbox"/>
Disable Immunizations	<input type="checkbox"/>
Disable Prescriptions	<input type="checkbox"/>
Omit Employers	<input type="checkbox"/>
Support Multi-Provider Events	<input type="checkbox"/>
Disable User Groups	<input checked="" type="checkbox"/>
Skip Authorization of Patient Notes	<input checked="" type="checkbox"/>
Allow Encounter Claims	<input type="checkbox"/>
Advance Directives Warning	<input type="checkbox"/>
Configuration Export/Import	<input type="checkbox"/>
Restrict Users to Facilities	<input type="checkbox"/>
Remember Selected Facility	<input type="checkbox"/>
Print Receipts by Provider	<input type="checkbox"/>
Discounts as Monetary Amounts	<input checked="" type="checkbox"/>
Referral Source for Encounters	<input type="checkbox"/>
Mask for Patient IDs	<input type="text"/>

localhost/openemr/interface/super/edit_globals.php#

- Select the appropriate option from the combo box
For example: Inventory and sell both drug and non-drug product

Calendar Flow Board Messages Patient/Client Fees Modules Procedures Administration Reports Miscellaneous Popups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center Global Settings

Edit Global Settings Search

Appearance Locale **Features** Report Billing E-Sign Documents Calendar Security Notifications CDR Logging Miscellaneous Portal Connectors Rx PDF

Specific Application None

Drugs and Products Inventory and sell both drugs and non-drug products

Disable Chart Tracker Do not inventory and sell any products

Disable phpMyAdmin Inventory and sell drugs only

Disable Immunizations Inventory and sell both drugs and non-drug products

Disable Prescriptions Products but no prescription drugs and no templates

Disable Prescriptions

Omit Employers

Support Multi-Provider Events

Disable User Groups

Skip Authorization of Patient Notes

Allow Encounter Claims

Advance Directives Warning

Configuration Export/Import

Restrict Users to Facilities

Remember Selected Facility

Print Receipts by Provider

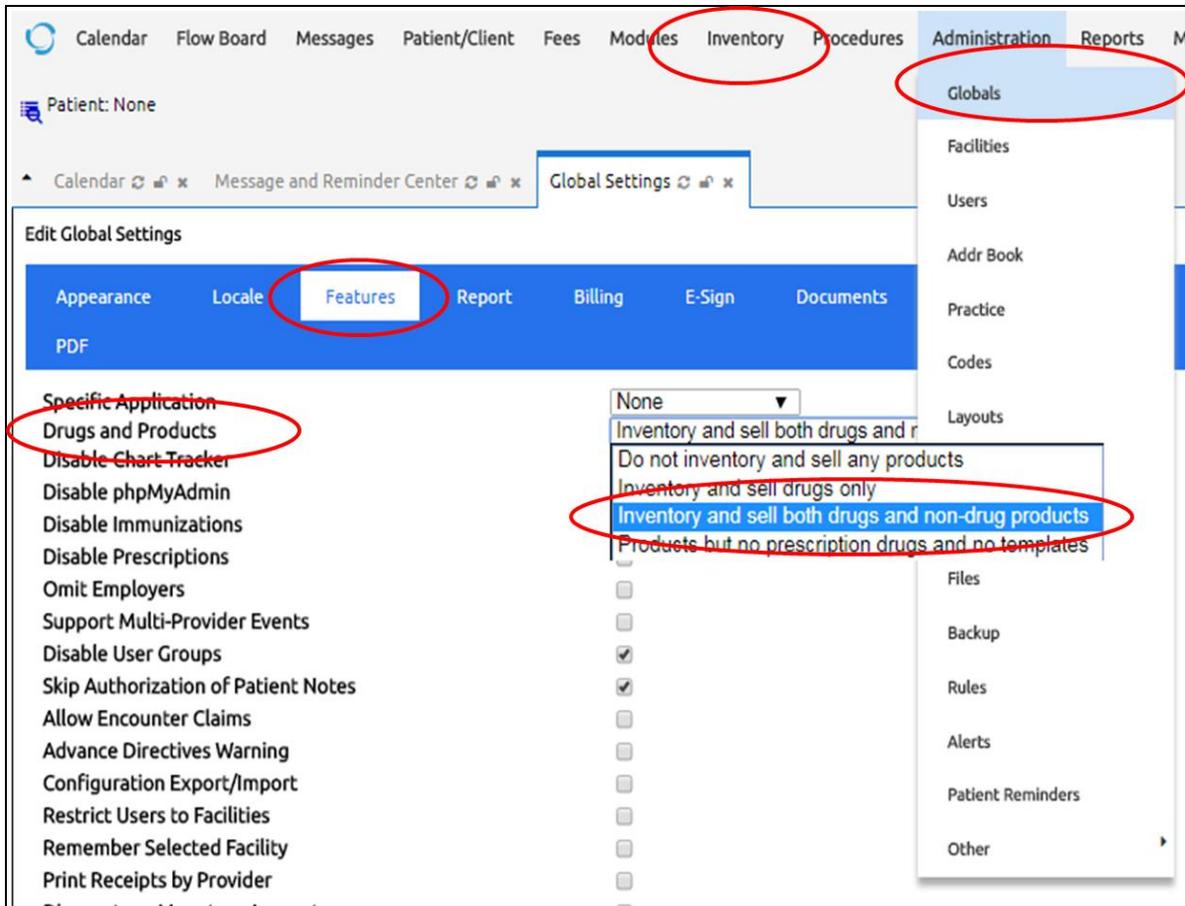
Discounts as Monetary Amounts

Referral Source for Encounters

Mask for Patient IDs

Mask for Invoice Numbers

- Click **save**
- When the Pharmacy Module is activated, the Inventory menu item appears in Navigation menu as in the following figure.

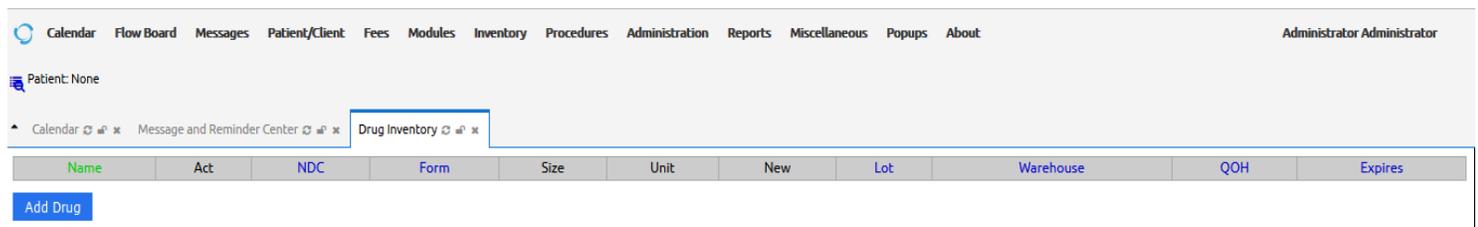


After activation of Pharmacy Module, admin/pharmacist can add drugs

❖ Select **Inventory** → **Management**



❖ Click **Add Drug** button



❖ Enter **Drug** details and save

Name:

Active:

Allow: Multiple Lots Combining Lots

NDC Number:

Drug Code:

On Order:

Limits: Global On Site

Min

Max

Form:

Pill Size:

Units:

Route:

Relate To:

Templates:	Name	Schedule	Interval	Qty	Refills	Standard
	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Practical Exercises

Consider the following health organization configuration:

A health organization, named Shefa, has the following

- Three clinics, named Birzeit Clinic, Kober Clinic and Dir Sudan Clinic.
- Three laboratories, named Birzeit Laboratory, Kober Laboratory and Dir Sudan Laboratory.
- Three Pharmacies, named Birzeit Pharmacy, Kober Pharmacy and Dir Sudan Pharmacy.

At Shefa, there are 3 receptionists staff work, named Sandy, Suzan, and Sandra one is located at each clinic. Also, there are five nurses, named Rida, Nuha, Sukaina, Imad and Khollood. Rida, Nuha at Birzeit Clinic, Sukina at Kober Clinic, and Imad and Khollood at Dir Sudan Clinic. There are four doctors, named Lina at Birzeit Clinic, Khaled, Yousef at Kober Clinic, Munir at Dir Sudan Clinic. Finally, there are three MidLevel Prescribers at each clinic, named Sabrina, Sumaiya, and Nadeen.

Q1. Setup the openEMR system to add three clinics for Birzeit, Kober and Dir Sudan.

1. From **Administration** menu select **Facilities** and click on **Add** button as follow

The screenshot shows the openEMR interface. The top navigation bar includes 'Administration' (circled with a red '1'), 'Reports', 'Miscellaneous', 'Popups', and 'About'. The 'Administration' dropdown menu is open, showing 'Facilities' (circled with a red '2') and other options like 'Users', 'Addr Book', 'Practice', etc. Below the menu, a table titled 'Facilities' is visible, with an 'Add' button (circled with a red '3') in the top left corner. The table has columns for 'Name', 'Address', and 'Phone'.

Name	Address	Phone
pharmacy	Birzeit, Ramallah, palestine	
Clinic	Birzeit, Ramallah, palestine	
Lab	Birzeit, Ramallah,	
Nurse	Birzeit, Ramallah, palestine	
Clinic Name Here		000-000-0000

2. Fill the facility form then press save as follows

Add Facility Save Cancel

Name: * Phone:

Address: Fax:

City: Zip Code:

State: Tax ID:

Country: Facility NPI:

Website: Email:

Billing Location: Accepts Assignment (only if billing location):

Service Location: Color: *[\[Pick\]](#)

Primary Business Entity:

POS Code:

Billing Attn:

CLIA Number:

3. Click on the [Add](#) button to add the other clinics (Kober and Dir Sudan)

Calendar Flow Board Messages Patient/Client Fees Modules Inventory Procedures Administration Reports Miscellaneous Popups About Administrator Administrator

Patient: None

Calendar Message and Reminder Center Patient Finder Facilities

Facilities Add

Name	Address	Phone
Birzeit Clinic	Birzeit, Ramallah, Palestine	

Q2. Setup the openEMR system to add three laboratories for Birzeit, Kober and Dir Sudan.

1. To add laboratories for Birzeit, Kober, and Dir Sudan. Repeat the steps that in question 1, and fill the facility form to be suitable with laboratory information. Change POS Code to be **Independent laboratory instead of Independent Clinic** as follows

Add Facility

Name: *

Address:

City:

State:

Country:

Website:

Phone:

Fax:

Zip Code:

Tax ID:

Facility NPI:

Email:

Billing Location:

Service Location:

Primary Business Entity:

POS Code:

Billing Attn:

CLIA Number:

Accepts Assignment (only if billing location):

Color:

2. Add other laboratories (Kober, and Dir Sudan)

Q3. Setup the openEMR system to add three pharmacies for Birzeit, Kober and Dir Sudan.

1. To add pharmacies for Birzeit, Kober, and Dir Sudan. Repeat the steps that in Q 1, and fill the facility form to be suitable with pharmacy information. Change POS Code to be **Pharmacy instead of Independent Clinic** as follows

Add Facility Save Cancel

Name: *

Address:

City:

State:

Country:

Website:

Phone:

Fax:

Zip Code:

Tax ID:

Facility NPI:

Email:

Accepts Assignment (only if billing location):

Billing Location:

Service Location:

Color: *[\[Pick\]](#)

Primary Business Entity:

POS Code:

Billing Attn:

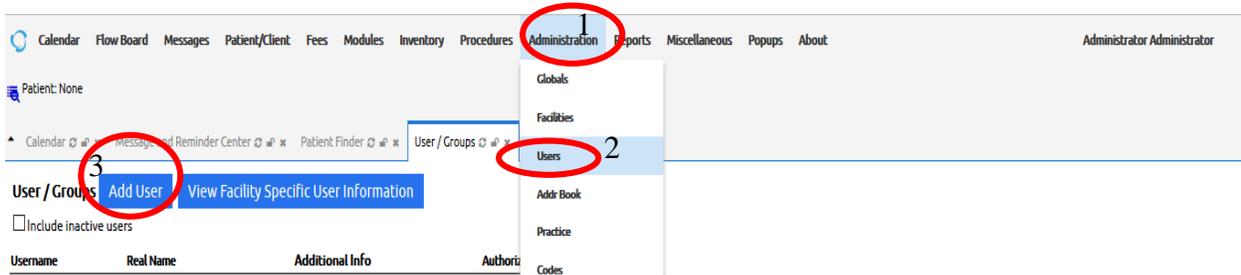
CLIA Number:

2. Add other pharmacies (Kober, and Dir Sudan)

Q4. Configure the openEMR by adding the following users based on the data presented in the following table.

User	Role	Facility
Sandy	Receptionist	Birzeit clinic
Suzan		Kober clinic
Sandra		Dir Sudan clinic
Rida, Nuha	Nurse	Birzeit clinic
Sukaina		Kober clinic
Imad and Khollood		Dir Sudan clinic
Lina	Doctor	Birzeit clinic
Khalid, Yousef		Kober clinic
Munir		Dir Sudan clinic
Sabrina	MidLevel Prescriber	Birzeit Pharmacy
Maya		Kober Pharmacy
Nadeen		Dir Sudan Pharmacy

1. To add Sandy, Suzan, and Sandra as receptionists in the three clinics.
 - I. From the **Administration** menu select **Users**, then click **Add User**



- II. Fill Sandy information inside the User Form

A screenshot of a 'User Form' window. The form contains the following fields and values:

- Username: Sandy *
- Password: sandy *
- Your Password: [masked]
- Provider: Calendar:
- First Name: Sandy *
- Middle Name: Bell
- Last Name: Chuan *
- Default Facility: Birzeit Clinic
- Federal Tax ID: [empty]
- Federal Drug ID: [empty]
- UPIN: [empty]
- See Authorizations: Only Mine
- NPI: [empty]
- Job Description: [empty]
- Provider Type: Select Type
- Calendar UI: Outlook
- Taxonomy: 207Q00000X
- NewCrop eRX Role: Manager
- State License Number: [empty]
- Invoice Refno Pool: Main
- Default Warehouse: [empty]
- Access Control: Front Office (highlighted in a red circle)
- Additional Info: [empty text area]

III. Edit the user to be **Active**

The screenshot shows a user profile edit form with the following fields and values:

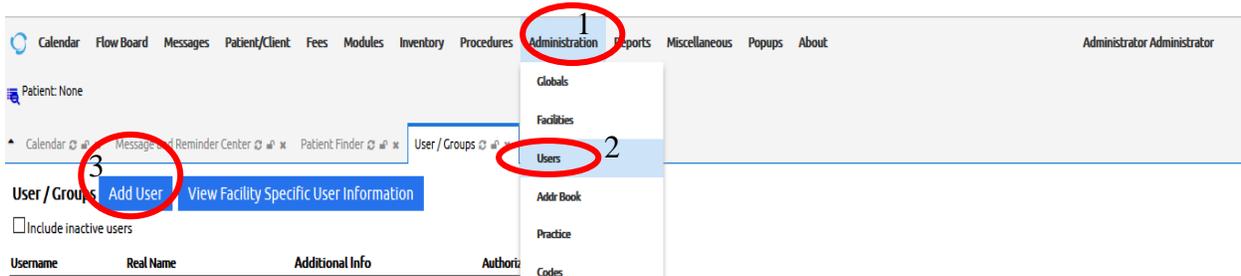
- Username: Sandy *
- Password: sandy *
- Your Password: •••• *
- Provider: Calendar: Active:
- Middle Name: Bell
- Default Facility: Birzeit Clinic
- Federal Drug ID: [Empty]
- See Authorizations: Only Mine
- Job Description: [Empty]
- Calendar UI: Outlook
- NewCrop eRX Role: Manager
- Invoice Refno Pool: Main
- Additional Info: [Empty]
- First Name: Sandy *
- Last Name: Chuan *
- Federal Tax ID: [Empty]
- UPIN: [Empty]
- NPI: [Empty]
- Provider Type: Select Type
- Taxonomy: 207Q00000X
- State License Number: [Empty]
- Default Warehouse: [Empty]
- Access Control: Clinicians, Emergency Log, Front Office (highlighted), Physicians

Red circles highlight the following fields: Active checkbox, Default Facility (Birzeit Clinic), NewCrop eRX Role (Manager), and the Access Control dropdown menu.

IV. Do same for Suzan and Sandra.

1. To add Rida, Nuha, Sukaina, Imad and Khollood as Nurses in the three clinics.

I. From the **Administration** menu select **Users**, then click **Add User**



II. Fill Rida information inside the User Form

The screenshot shows the 'Add User' form for a user named Rida. The following fields are circled in red:

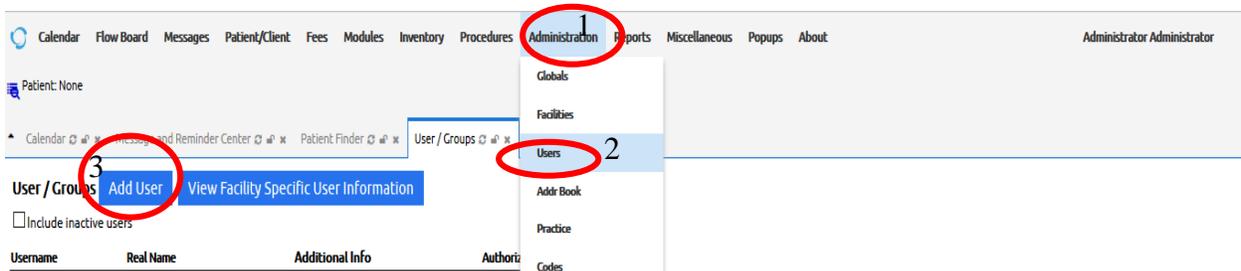
- Username:** Rida *
- Password:** rida *
- Your Password:** (masked with dots) *
- Provider:** Calendar:
- Default Facility:** Birzeit Clinic (dropdown)
- NewCrop eRX Role:** Nurse (dropdown)
- Access Control:** A list box containing 'Clinicians', 'Emergency Log', 'Front Office', and 'Physicians', with 'Clinicians' selected.

Other visible fields include: First Name: Rida *, Last Name: Dar Salem *, Federal Tax ID, UPIN, NPI, Provider Type: Select Type (dropdown), Taxonomy: 207Q00000X, State License Number, Default Warehouse, Calendar UI: Outlook (dropdown), Invoice Refno Pool: Main (dropdown), and Additional Info.

- III. Edit the user to be **Active**
- IV. Do the same for Nuha, Sukaina, Imad and Khollood

2. To add Lina, Khaled, Yousef, and Munir as Doctors in the three clinics.

I. From the **Administration** menu select **Users**, then click **Add User**



II. Fill Lina information inside the User Form

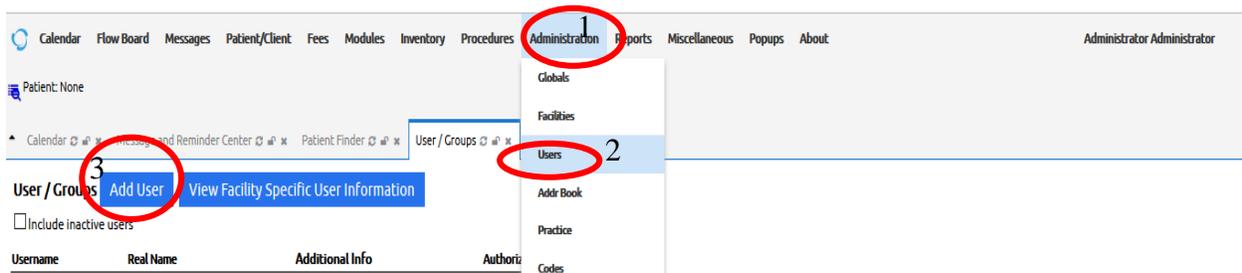
The screenshot shows the 'Add User' form with the following fields and values:

- Username: Lina *
- Password: lina *
- Your Password: •••• *
- Provider: Calendar:
- First Name: Lina *
- Middle Name: Sami
- Last Name: Manasra *
- Default Facility: Birzeit Clinic
- Federal Tax ID:
- Federal Drug ID:
- UPIN:
- See Authorizations: Only Mine
- NPI:
- Job Description:
- Provider Type: Select Type
- Calendar UI: Outlook
- Taxonomy: 207Q00000X
- NewCrop eRX Role: Doctor
- State License Number:
- Invoice Refno Pool: Main
- Default Warehouse:
- Access Control:
 - Clinicians
 - Emergency Log
 - Front Office
 - Physicians
- Additional Info:

- III. Edit the user to be **Active**
- IV. Do the same for Khaled, Yousef, and Munir

3. To add Sabrina, Sumaiya, and Nadeen as receptionists in the three clinics.

- I. From the **Administration** menu select **Users**, then click **Add User**



II. Fill Sabrina information inside the User Form

The screenshot shows a user form for 'Sabrina Zallom'. The form is divided into two columns. The left column contains fields for Username, First Name, Last Name, Federal Tax ID, UPIN, NPI, Provider Type, Taxonomy, State License Number, Default Warehouse, and Access Control. The right column contains fields for Password, Your Password, Provider, Middle Name, Default Facility, Federal Drug ID, See Authorizations, Job Description, Calendar UI, NewCrop eRX Role, Invoice Refno Pool, and Additional Info. Several fields are circled in red: 'Provider' (with 'Calendar' checked), 'Default Facility' (set to 'Birzeit Clinic'), 'NewCrop eRX Role' (set to 'Midlevel Prescrit'), and 'Access Control' (with 'Clinicians' selected). The 'Access Control' dropdown menu is open, showing options: Accounting, Administrators, Clinicians, and Emergency Log.

Username:	Sabina *	Password:	sabrina *
		Your Password:	•••• *
First Name:	Sabrina *	Provider:	<input checked="" type="checkbox"/> Calendar: <input checked="" type="checkbox"/>
Last Name:	Zallom *	Middle Name:	Ahmad
Federal Tax ID:		Default Facility:	Birzeit Clinic
UPIN:		Federal Drug ID:	
NPI:		See Authorizations:	Only Mine
Provider Type:	Select Type	Job Description:	
Taxonomy:	207Q00000X	Calendar UI:	Outlook
State License Number:		NewCrop eRX Role:	Midlevel Prescrit
Default Warehouse:		Invoice Refno Pool:	Main
Access Control:	Accounting Administrators Clinicians Emergency Log	Additional Info:	

III. Edit the user to be **Active**

IV. Do the same for Sumaiya, and Nadeen