

HEALTH:IT

Practice Fusion Assignment 6


Adding instructor as a user

1. Click the gear icon located in the top right portion of the window.



2. Clicking the gear icon will load a pop-up. On the pop-up make sure you are under the “Users” section and click the “Add new User(s)” button.

EHR SETTINGS Users Profiles Practice Permissions Templates

Show Inactive Users  Add New User(s)

First Name	Last Name	Username	Email	Edit Level	Active	eRx	Actions	Administrator
Adam	Learing	alearing	adam.learing@ster	Phys. / MD / DO	Yes	Sign Up	Reset Password	Yes

3. Add fields relevant to the user you want to add. For adding your instructor make sure to select Phys. / MD / DO as the edit level To finalize adding users, click the “Add New Users” button on the bottom of the pop-up. You can add up to 10 users.

Add Users (up to 10)

First Name	Last Name	Email	Verify Email	Edit Level
<input type="text" value="Eric"/>	<input type="text" value="Kannas"/>	<input type="text" value="eric.kannas@stemfuse.com"/>	<input type="text" value="eric.kannas@stemfuse.com"/>	<input type="text" value="Phys. / MD / DO"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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NOTE: For every user you add they will receive login directions to access your practice/company on Practice Fusion.