Practices and Locations

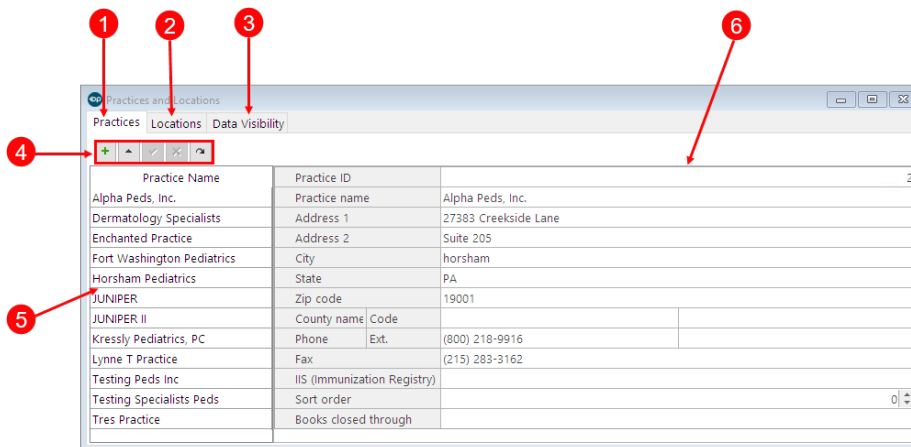Last Modified on 09/15/2022 8:15 am EDT

Version 20.17

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Practices and Locations

Path: Practice Management tab > Practice and Locations button

The Practices and Locations window contains three tabs that house practice-specific information: Practices, Locations, and Data Visibility.

Practices and Locations Map

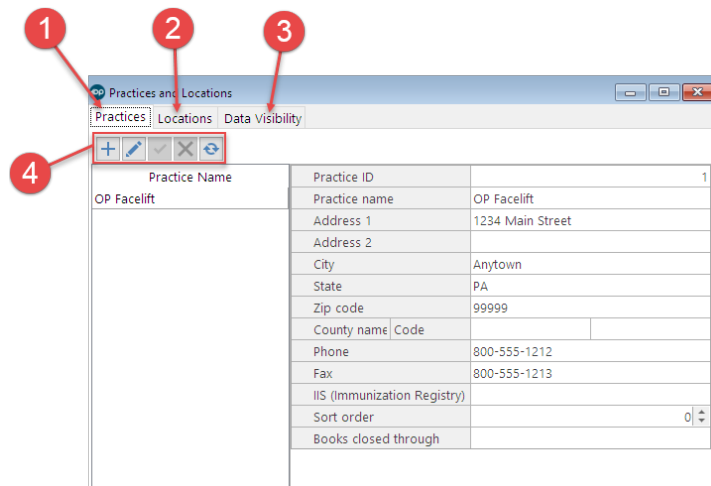| Number	Section	Description
1	Practices tab	Practice information is housed in the Practice tab. This tab adds and edits Practices.
2	Locations tab	Location information is housed in the Locations tab. This tab adds and edits Locations. The Locations tab also contains the CLIA ID number used on claims as well as several other claims and billing-related fields.
3	Data Visibility tab	The Data Visibility tab sets the data-visibility permissions for each data domain (Patient, Financial, Administrative, Workflow, and Clinical) and assigns one permission level to each data domain. From the Data Visibility tab, you can also activate the 'multiple office location feature'.
4	Function buttons	The function buttons insert a record, edit a record, post an edit, cancel an edit, and refresh the data.
5	Window Navigation Panel	The Window Navigation Panel is displayed in the Practices tab (Practice Name) and the Locations tab (Location Name). The item selected in the panel dictates the information that is displayed on the right side of the window (information panel).

6	Information Panel	The Information Panel is displayed in the Locations tab. It is the panel located on the right side of the window and displays information according to the section made in the window navigation panel on the left side of the window.

Version 20.16

About Practices and Locations

Path: Practice Management tab > Practice and Locations button

To enhance the functionality of the Locations window, Office Practicum replaces the Locations selection in the Manage Practices drop-down menu with the Practices/Locations menu selection. The window includes a Data Visibility tab. When Office Practicum is upgraded, all existing Practices and Locations are added into the system. Practice information will be visible on the Practices tab. Locations will be visible on the Locations tab. It is recommended that you replace any default information with actual practice and location information.

Practices and Locations Map

Number	Section	Description
1	Practices tab	Practice information is visible in the Practice tab. This tab adds and edits practices.
2	Locations tab	Location information is visible in the Locations tab. This tab adds and edits locations.
3	Data Visibility tab	The Data Visibility tab sets the data-visibility permissions for each data domain (Patient, Financial, Administrative, Workflow, and Clinical) and to assign one permission level to each data domain. From the Data Visibility tab, you can also activate the 'multiple office location feature'.
4	Function buttons	The function buttons insert a record, edit a record, post an edit, cancel an edit, and refresh the data.