

### Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**.

# Adding/Editing a Department

Last Modified on 06/26/2020 3:29 pm EDT

Version 20.4

**Path: Practice Management tab > Departments**

## Overview

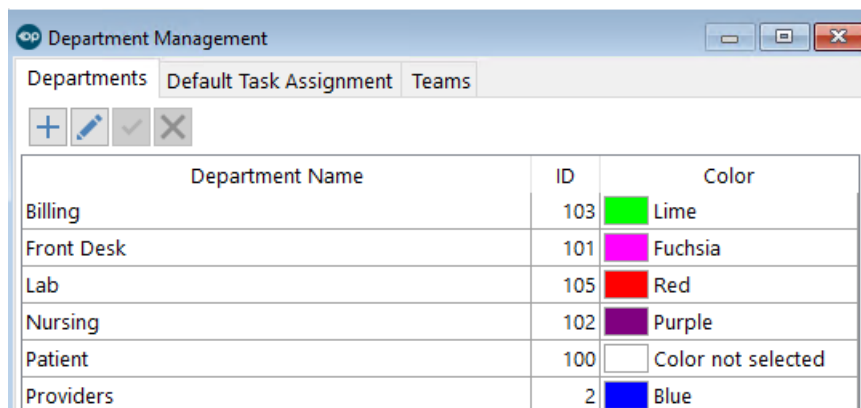
Departments are used to send messages and assign tasks. Below you will find instructions on how to add a new department, assign tasks to particular departments, and edit a department.











**Warning:** Your practice has been configured with two departments that are specially configured for use with the OP Patient Portal, powered by IntelliChart. The **Patient, IC-Appointment Request, and New Registration** departments must not be edited. Edits to these Departments will cause functionality issues with the OP Patient Portal.

## Adding a New Department

1. Navigate to the **Department Management** window using the path above.



Department Name	ID	Color
Billing	103	 Lime
Front Desk	101	 Fuchsia
Lab	105	 Red
Nursing	102	 Purple
Patient	100	 Color not selected
Providers	2	 Blue

2. Click the **Add** button  .
3. Enter the new department name in the blank entry line.
4. Select a color for the department, optional.
5. Click the **Save** button  .

## Default Task Assignments

After adding all the departments that are pertinent to your practice, you will want to determine which Tasks should be assigned to which Department.


1. Navigate to the **Department Management** window using the path above.
2. Click the **Default Task Assignment** tab.
  - The **Task Type** column contains all of the tasks available in OP.

- The **Default Department** column indicates which department is assigned the corresponding task.
3. Click in the **Department** field. The drop-down indicator appears.
  4. From the drop-down field, select the Department that will receive the task.
  5. Click anywhere outside of the field to lock in your selection.



**Note:** The **IC-Appointment Request** department is **not** available for Task Assignment. The sole purpose of this department is to ensure that Appointment Requests sent from the IntelliChart portal are displayed for specific users in OP.

## Editing a Department

1. Navigate to the **Departments** tab of the **Department Management** window using the path above.
2. Select the department you would like to edit.
3. Click the **Edit** button  .
4. Return to the highlighted item and make the desired change.
5. Click the **Save** button.



**Warning:** Do not make edits to the **Patient**, **IC-Appointment Request**, or **New Registration** departments.

Version 20.3

**Path:** Practice Management tab > Departments

## Overview

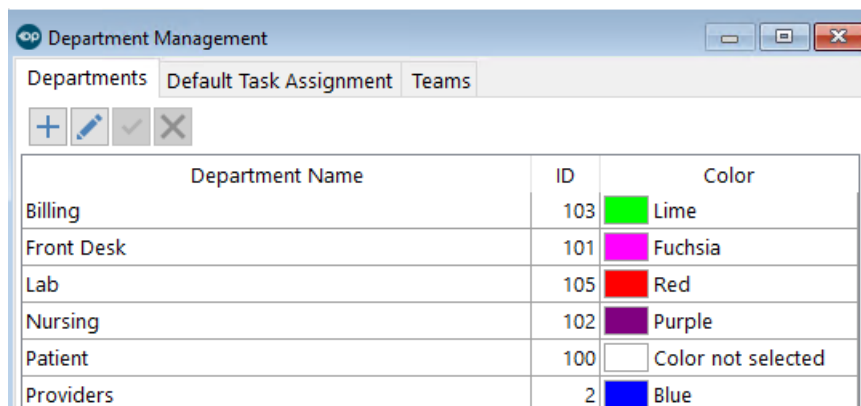
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**Warning:** Do not make edits to the **Patient** or **IC-Appointment Request** department.