

 **Important Content Update Message**

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

What staff needs to be added to the IntelliChart Practice Portal?

Last Modified on 10/12/2020 1:03 pm EDT

The following practice staff must be added to the OP Practice Portal and be associated to their Practice Portal User account (in the Associated Users section of their account setup):

- Providers with whom appointments are scheduled
- Staff/providers that are responsible for issuing PINs for parents/guardians to register for portal accounts
- Staff/providers that expect to send or directly receive messages or requests from the OP Patient Portal
- Staff/providers that will generate a CDA from OP
- Staff/providers that will send Documents to the OP Patient Portal
- Staff/providers that will create Tasks to be sent to the OP Patient Portal (such as Surveys)