

Important Content Update Message

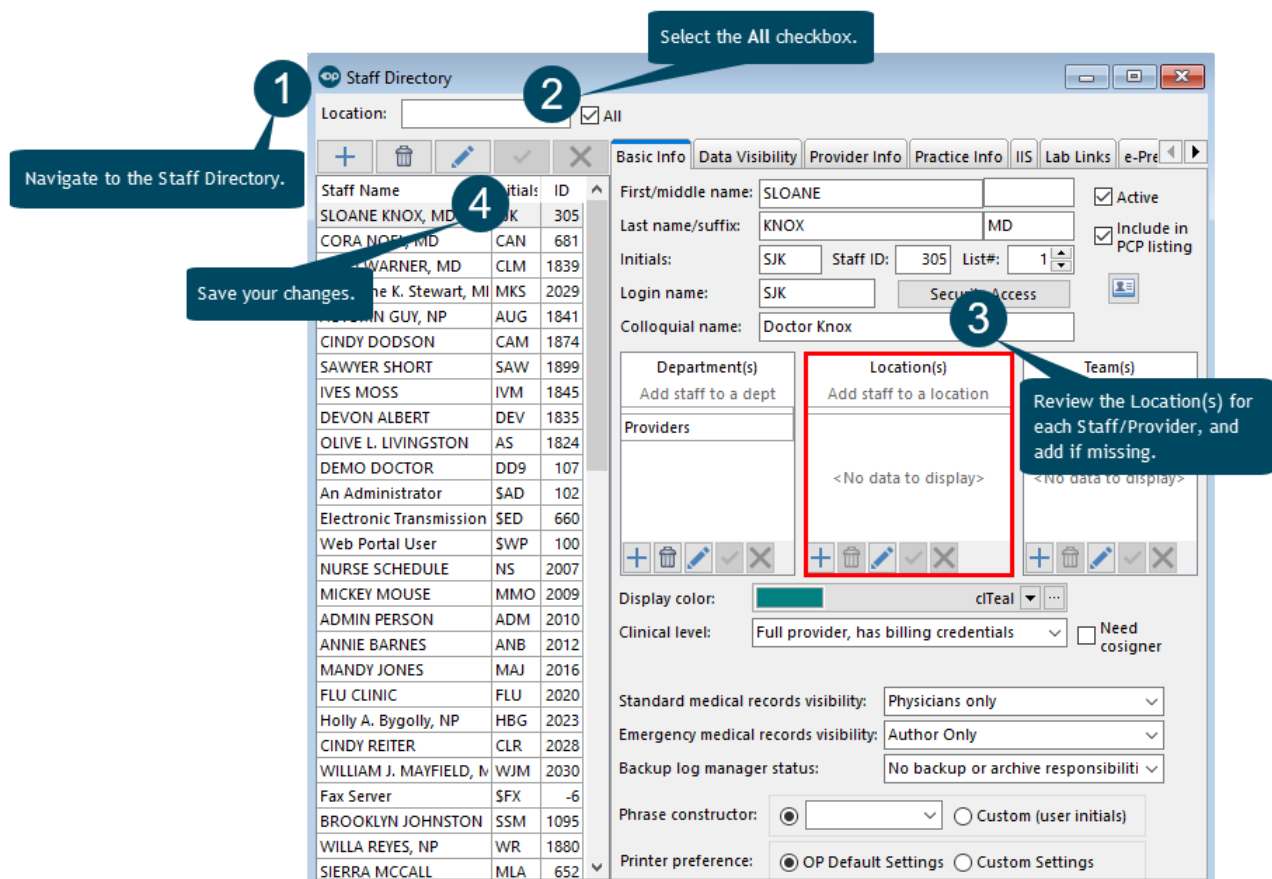
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

OP Patient Portal Data Integrity: Staff/Provider Location- Resource Diagram

Last Modified on 11/15/2019 1:49 pm EST

Path: Practice Management tab > Staff/Providers button

In order for staff and provider info to flow to IntelliChart, each user record must contain at least one location. Follow steps in this diagram to assign each staff member and provider to at least one location.



The screenshot shows the 'Staff Directory' application window. It features a table of staff members on the left and a detailed view of a selected staff member on the right. The table has columns for Staff Name, Initials, and ID. The detailed view includes fields for First/middle name, Last name/suffix, Initials, Login name, Colloquial name, Department(s), Location(s), and Team(s). There are also checkboxes for 'Active' and 'Include in PCP listing', and a 'Security Access' button. The 'Location(s)' field is highlighted with a red box and a callout.

Annotations and steps:

1. Navigate to the Staff Directory.
2. Select the All checkbox.
3. Review the Location(s) for each Staff/Provider, and add if missing.
4. Save your changes.

