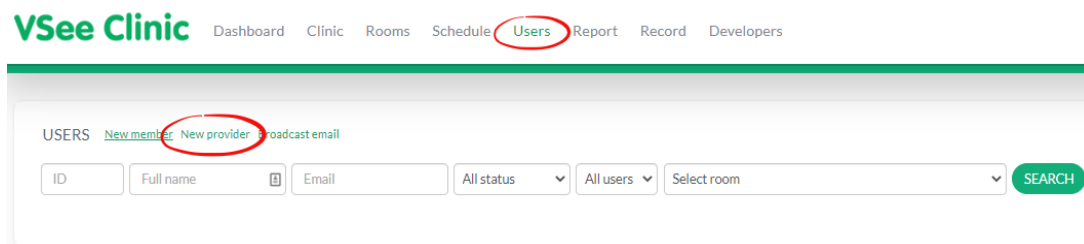


Clinic Admin: Create Provider (Step by Step)

- 2020-06-02 - VSee Clinic for Admins

Create a Provider (Step By Step Guide)

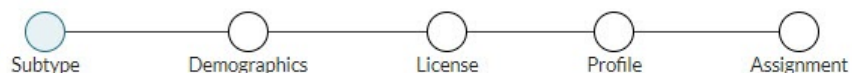
1. Admin panel > **Users** > **New provider**.



2. Under **Subtype**, choose accordingly then click **Next**.

- **Licensed Service Provider:** Health Practitioner who will do actual consultation with a patient or client.
- **Customer Service Representative:** Could be a nurse or clinic staff who will not conduct actual consultations.
- **Remote Medic:** Could be a nurse or clinic staff who is physically present to assist the patient do the virtual visit. This is only available for clinics that are using remote medic or nurse-assisted workflow.

NEW PROVIDER



Subtype *

Licensed Service Provider

Licensed Service Provider

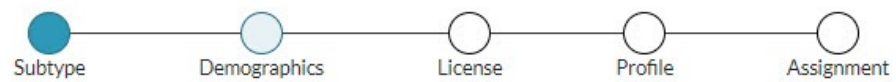
Customer Service Representative

NEXT

CANCEL

3. Under **Demographics**, fill in the required fields. Note that only the First Name and Last Name fields may be displayed to patients. From hereon, you may opt to skip the optional fields and fill them out later.

NEW PROVIDER



First Name *	<input type="text" value="Becky"/>
Last Name *	<input type="text" value="Wai"/>
Email *	<input type="text" value="drbeckywai@gmail.com"/>
Prefix (optional)	<input type="text" value="e.g Mr, Mrs, Dr"/>
Suffix (optional)	<input type="text" value="e.g M.D., R.N., N.P."/>
Phone (optional)	<input type="text"/>
Street Addr (optional)	<input type="text"/>
City (optional)	<input type="text"/>
State (optional)	<input type="text" value="Connecticut"/>
Zip (optional)	<input type="text"/>

4. Under **License**, below fields may require input. No fields under this section will be displayed to patients.

- **Specialties:** Leave "Default" as value.
- **States Served:** "All Locations" is the default value. This field is extremely important if your clinic has **State-mapping feature** where only providers who service the patient's chosen location will be notified and will be able to see the patient. Please contact help@vsee.com for any questions or assistance.

NEW PROVIDER

Subtype Demographics License Profile Assignment

DEA *

NPI *

Specialties *

States Licensed (optional)

States Serviced *

5. Under **Profile**, you can choose to fill out **Bio** and upload a photo of the provider. These two will be displayed to patients.

NEW PROVIDER



Medical School (optional)

Internship (optional)

Residency (optional)

Language (optional)

Title (optional)

Bio (optional)

Picture (optional)

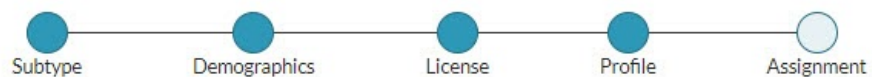
Drag and Drop files here
Or [Click Here](#) to browse files

NEXT

CANCEL

6. Lastly under **Assignment**, you can select the rooms where you want to assign the user. You may skip this step if you haven't created the room yet. You can assign later while creating the room.

NEW PROVIDER



Assignments (optional) By rooms

My Clinic - URL: clinic.vsee.me/u/myclinic - Code: myclinic

SAVE

CANCEL

7. Click **Save**.

The user account is now created! Do not forget to assign to a room if you have not done yet. The user will be sent a welcome email informing them about their login details.