

Clinic Admin: User Roles

Chi - 2024-04-17 - VSee Clinic for Admins

A Clinic Admin can set different kinds of accesses to Provider accounts based on their User Roles.

Adding User Roles

1. Make sure the provider is already created.
2. Admin panel > **Users** > Search for a provider > **User Role.**

The screenshot shows the VSee Clinic 'Users' management page. At the top, there is a navigation bar with 'VSee Clinic' and various menu items like 'Dashboard', 'Clinic', 'Rooms', 'Schedule', 'Users', and 'More'. A 'User updated!' notification is visible at the top. Below the notification, there are search and filter options for users, including fields for ID, Full name, All status, All users, and a 'Search' button. A table of users is displayed below, with columns for 'Delete', 'Last login', 'User', 'Room', and 'Action'. The 'Action' column for the user 'Kylie Moss' has a 'User Role' button highlighted with a red box.

Delete	Last login	User	Room	Action
<input type="checkbox"/>	(Not login yet) Sign up: 2022-03-14 00:42:34 Status: Active	Kylie Moss ID: 1771954 User name: chi+analyst2@vseelab.com Email: chi+analyst2@vseelab.com Vsee ID: chi+analyst2@vseelab.com Type: Provider (analyst_no_phi)	e-Rx UAT Code: jbaq8 Link: /v/latest/u/uat	Edit Delete Set password User Role

3. Choose the provider's new additional role:
 - **Clinic Admin** - can manage rooms, users and view reports
 - **Account manager** - can only view reports
 - **Scheduler** - can help in managing the scheduling of Patients
 - **Analyst** - can only view the Analytics Dashboard and will not see any information with PHI
4. Select the **User Role** then **Save Changes.**



Related Articles:

- [How to Use the Analytics Dashboard](#)
- [What can a Clinic Analyst Do?](#)

For further assistance, please contact us [here](#).

Last updated on: 14 March 2022

Tags

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