

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's a navigation bar with 'VSee Clinic', 'Dashboard', 'Clinic', 'Rooms', 'Schedule', 'Users', and 'More'. On the right, there are links for 'Help', 'Test Device', and a user profile for 'Chi PROVIDER'. A green notification banner at the top says 'User updated!'. Below that, the 'USERS' section has a 'Users' tab and buttons for 'New user', 'New member', 'New provider', and 'Broadcast email'. There are search and filter options for ID, Full name, All status, All users, and Select room. A 'Show 100 entries' dropdown is also present. The main table has columns: Delete, Last login, User, Room, and Action. The 'User' column for the first entry, 'Kylie Moss', is expanded to show details: ID: 1771954, User name: chi+analyst2@vseelab.com, Email: chi+analyst2@vseelab.com, Vsee ID: chi+analyst2@vseelab.com, and Type: Provider (analyst_no_phi). The 'Action' column for this user has three buttons: 'Edit', 'Delete', and 'User Role', with the 'User Role' button highlighted by a red box.

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.**

USER ROLE ✕

Full Name: Kylie Moss Email: chi+analyst@vseelab.com

Select User Role

<input type="checkbox"/>	User Admin	User Admin
<input type="checkbox"/>	Scheduler	Recommended for managing the patient's schedule
<input type="checkbox"/>	Clinic Admin	Recommended for managing the clinic and room controls.
<input type="checkbox"/>	Account Manager	Account Manager
<input checked="" type="checkbox"/>	Analyst (No PHI)	

Cancel Save Changes

Related Articles:

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

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

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Tags

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