Exporting a Clinician/Provider List

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Exporting a Clinician/Provider List

If you are handling multiple clinicians, you can export their account details to a csv file for documentation purposes. You can export clinician data in two ways:

- Use the built-in search function to search for an individual clinician or clinicians under a clinic where you are a Clinic Admin.
- Export data for all clinicians.

Please note that under Admin View, Clinicians are referred to as Providers.

You can export the clinician/provider list using the steps below:

Search Clinicians Before Exporting Clinician/Provider List

1. From the Admin View, click on **Users**. The Users view will appear showing all users under the clinic by default.
2. Use the search function by typing either the **name** and/or **email address** of the clinician. You can also search for clinicians under a specific clinic by using the **Select a Clinic** field, typing the name of the clinic, and selecting the Clinic from the results that appear from the drop-down list.
   - Please note that you can only search for clinicians and clinics where you are a Clinic Admin.
3. If are already viewing the clinicians that you are looking for, click on **Export Providers**.
4. A csv file will be downloaded containing the account details of the clinicians that you are currently viewing under Users view.

Export Clinician/Provider List for All Clinicians

1. From the Users view, under Users tab, click on **Export Providers.**
2. A csv file will be downloaded containing the account details of all Clinicians for clinics

where you are an admin.

Viewing the Clinician/Provider List

The downloaded csv file is best opened using spreadsheet software such as Microsoft Excel or Google Sheets; however, you can also view the file using Wordpad. You will see the following information on the file:

- Name - name of the clinician initially entered during account creation
- Username - registered email address of the clinician. This is the email address that they need to use when signing into the Clinician portal
- Email - email address of the clinician is the same as the username
- Type - Type of account that the user has. If they are a clinician, it will show as Licensed Service Provider
- Room - Shows the unique link to the Room of the Clinic to which the Clinician is assigned. This is not relevant to the workflow of the clinic at the moment.
- Last Login - This shows the date and time when the clinician last successfully logged in.
- Created - Shows the date and time of account creation.
- Status - Displays the status of the account, this shows as **Active** by default. For recently deleted accounts, it will show as **Suspended** while the deletion process is ongoing. Once the account had been completely deleted, it will no longer show up.

Name	Username	Email	Type	Room	Last Login	Created	Status
Jake Wallin			Licensed Service Provider	https://wah-jake.vsee.me/u/clinic	6/21/2023 16:14	5/10/2023 15:22	Active
Joe Nathan			Licensed Service Provider	https://wah-jake.vsee.me/u/clinic		6/15/2023 17:05	Active

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