

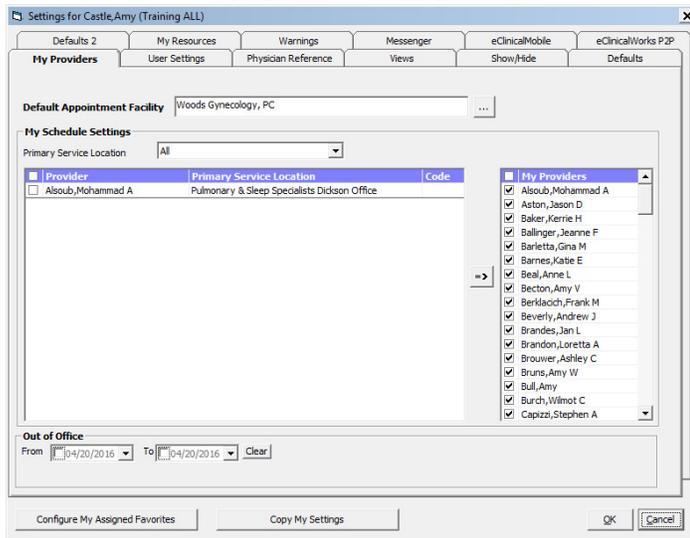
eClinicalWorks Common Issues: Adding/Removing a provider/resources to my Resource Schedule

This setting allows the user to add and remove resources and providers to their resource schedule view.

Adding Providers

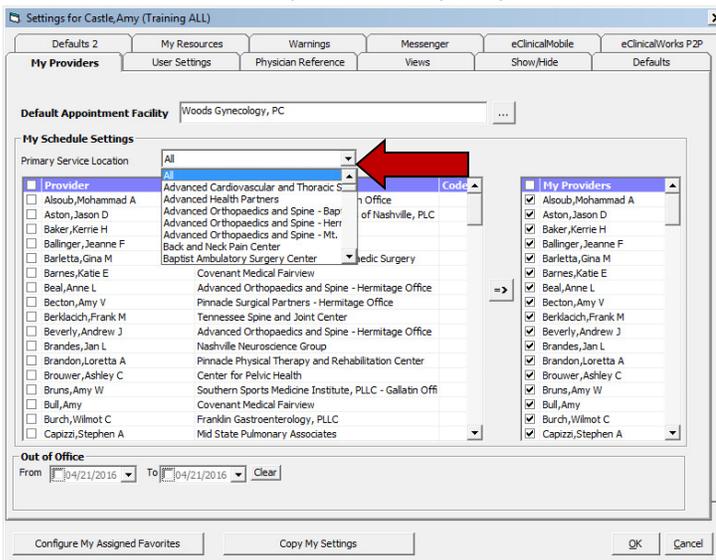
1. Click File\Settings\My Settings

Note: Automatically opens onto the providers tab

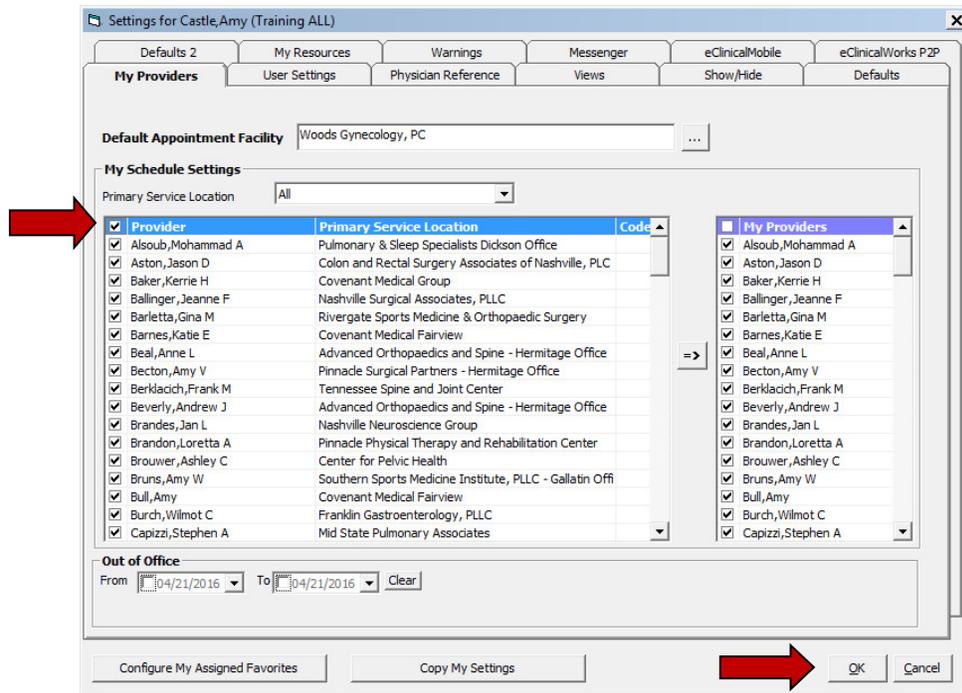


2. Click the down arrow next to "Primary Service Location" and update "All".

Note: This will show all providers in your practice location



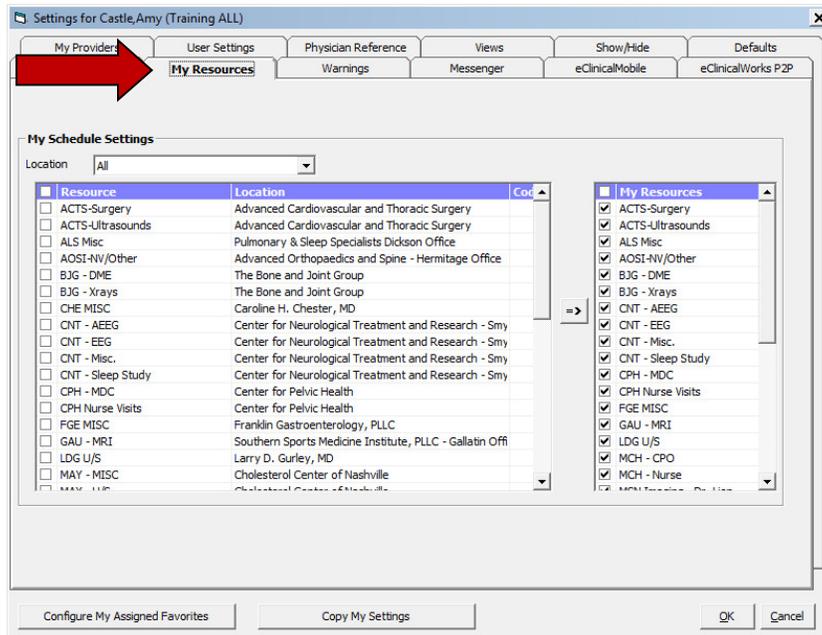
3. Check the box next to the Provider(s) that you want to view in your Resource schedule and then click the over arrow =>. **Note:** You may also click the Provider to select all and then click the arrow to add to your My Providers list.



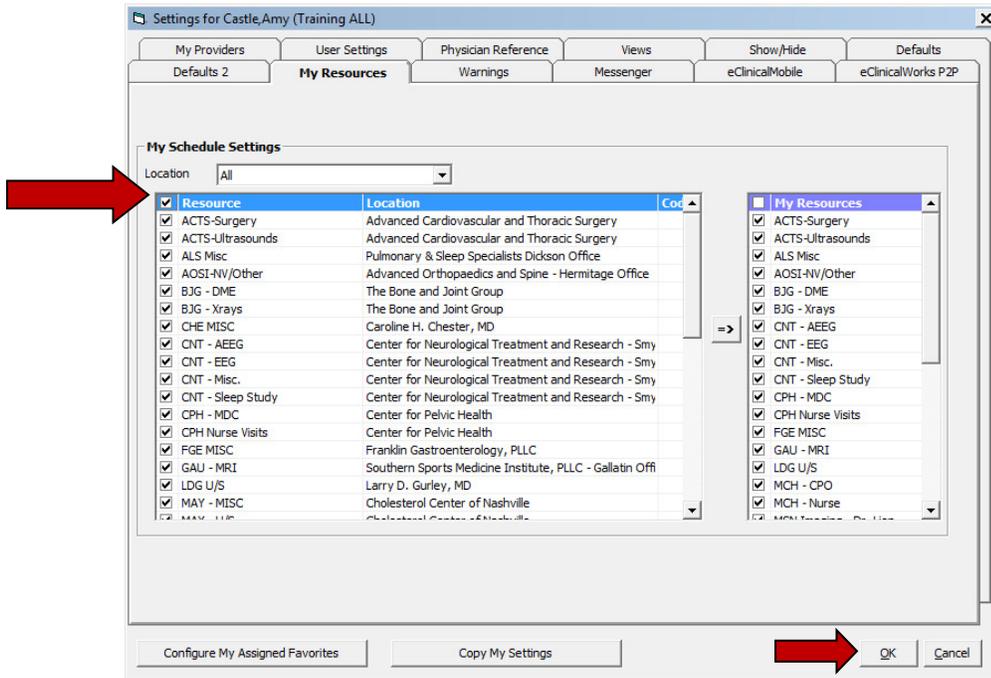
4. Click OK. Log out and back into eCW to see your changes.

Adding Resources

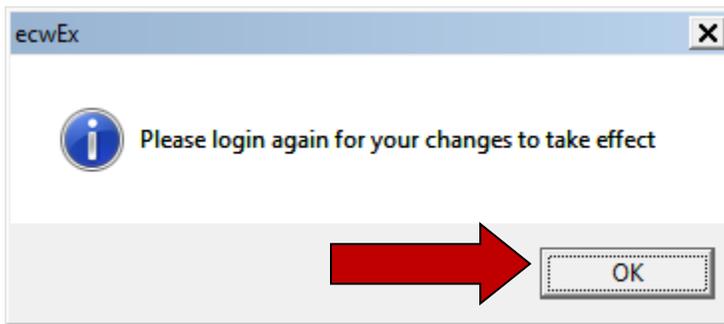
1. If already in My Settings, click the My Resources tab. If not click File\Settings\My Settings and then the My Resources Tab



- Click on the box next to "Resource" and click the over arrow icon =>. Then Click OK
Note: This should only show your practice resources.

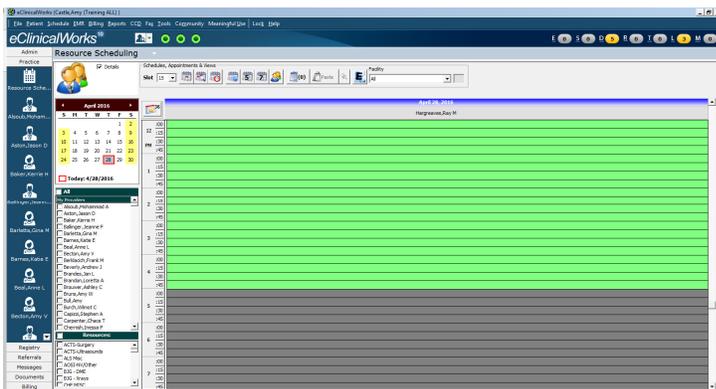


- Click OK



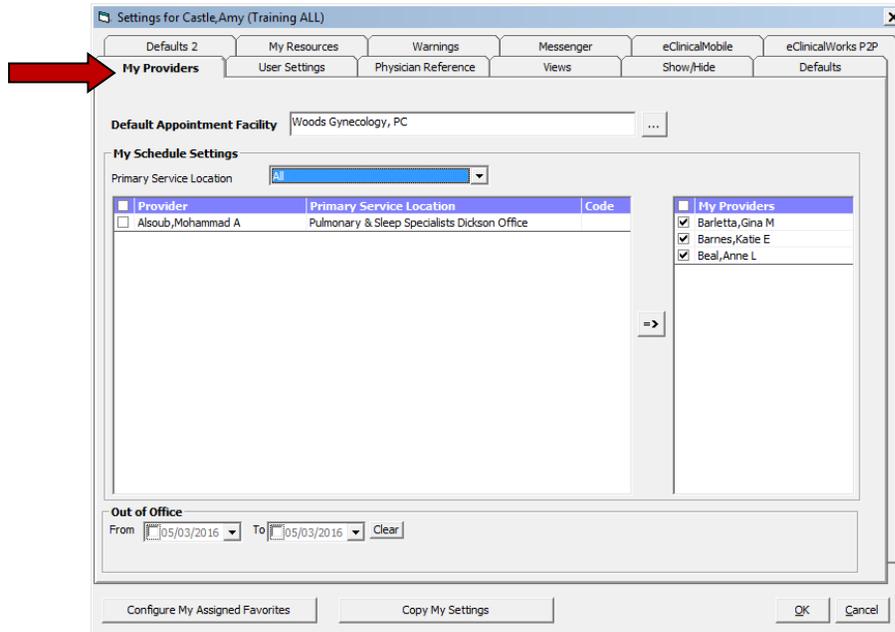
You will then need to logout of eClinicalWorks and back in for the permissions to take effect.

Sample Resource Schedule with added Providers and resources

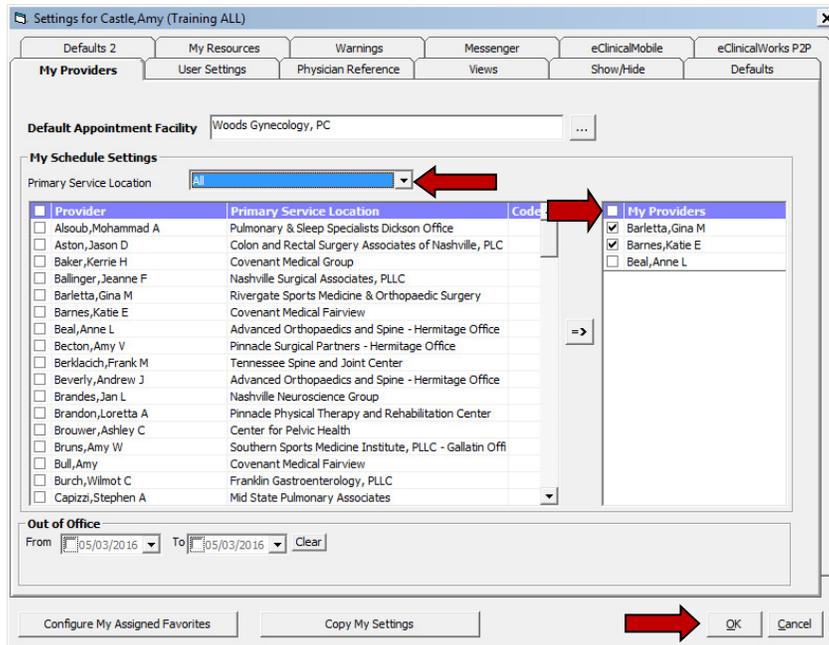


Removing Providers on the Resource Schedule

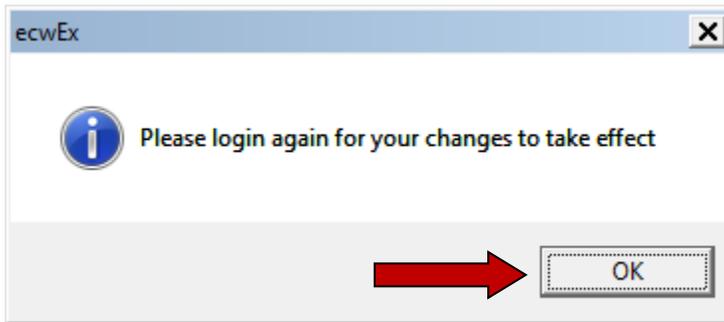
1. Click File\Settings\My Settings\ My Providers tab



2. Uncheck the provider you want to remove from the resource schedule and click the drop-down "Primary Service Location" to refresh all then Click OK.



3. Click OK



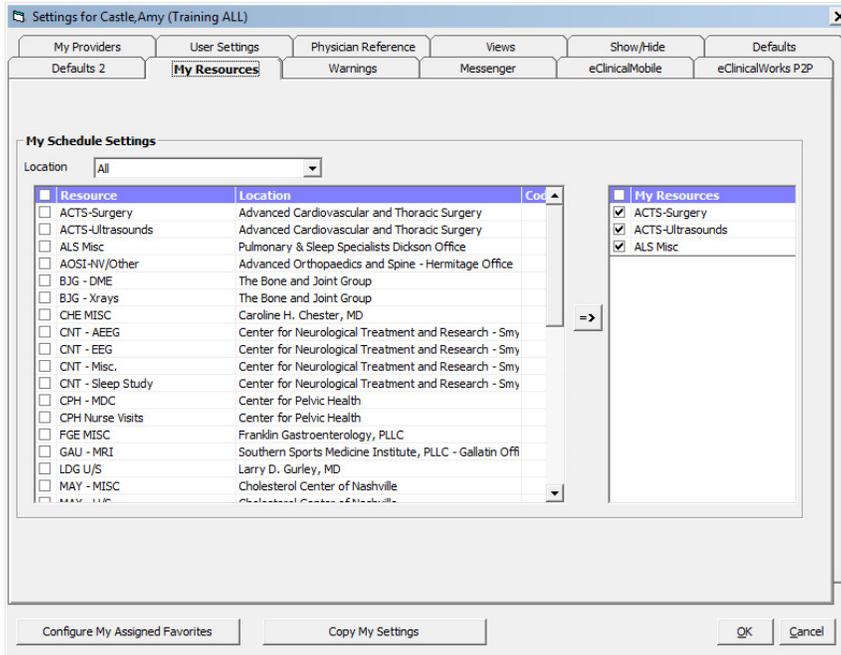
You will then need to log out of eClinicalWorks and back in for the permissions to take effect.

Sample of removed provider on the Resource Schedule

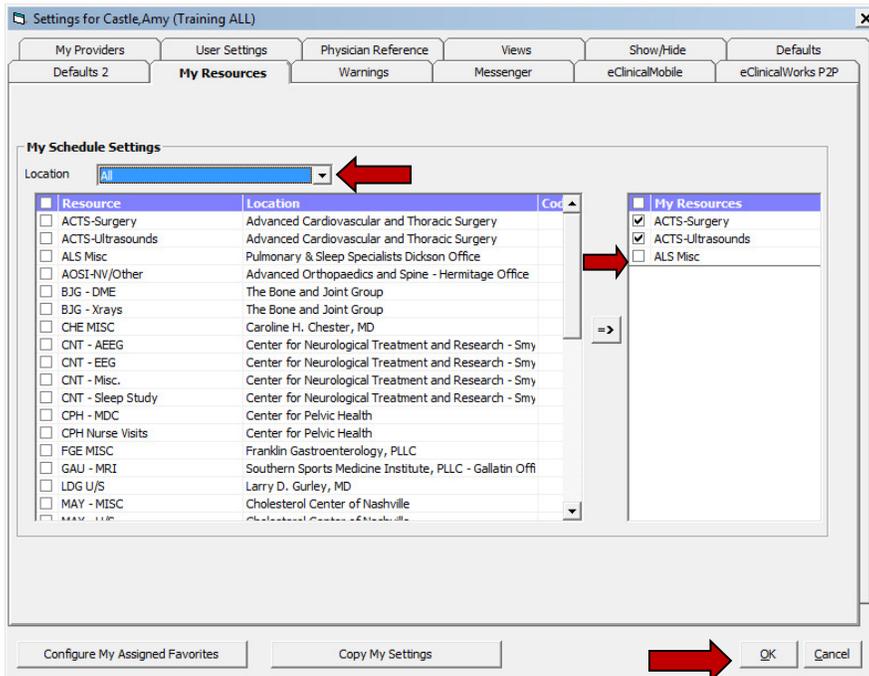
The screenshot displays the eClinicalWorks Resource Scheduling interface. The top navigation bar includes 'File', 'Patient', 'Schedule', 'EMR', 'Billing', 'Reports', 'CCD', 'Fax', 'Tools', 'Community', 'Meaningful Use', 'Lock', and 'Help'. The main header shows 'eClinicalWorks 10' and a status bar with 'E 0 S 0 D 5 R 0 T 0 L 3 M 0'. The left sidebar contains navigation options: Admin, Practice, Resource Scheduling, Barletta, Gina M, Barnes, Katie E, Office Visits, ACTS-Surgery, ACTS-Ultrasound, Registry, Referrals, Messages, Documents, and Billing. The main content area is titled 'Resource Scheduling' and includes a 'Details' checkbox, a 'Schedules, Appointments & Views' section with a 'Slot' dropdown set to '15', and a 'Facility' dropdown set to 'All'. A calendar for May 2016 is shown, with the date 5/3/2016 highlighted. Below the calendar is a 'My Providers' list with checkboxes for Barletta, Gina M and Barnes, Katie E. The main grid shows time slots from 12:00 to 4:45 PM, with the 12:00-12:15 slot highlighted.

Removing resource on the Resource Schedule

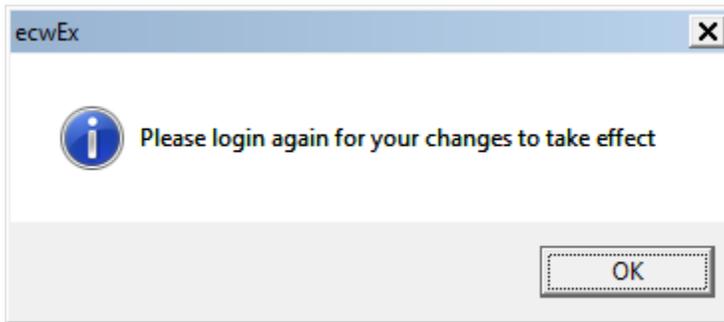
1. If already in My Settings click on the My Resources tab. If not click File\Settings\My Settings\My Resources tab.



2. Uncheck the resource that you want removed from the resource schedule. Click the drop-down arrow at "Location" to refresh. Then click OK.



3. Click OK



You will then need to log out of eClinicalWorks and back in for the permissions to take effect.

Sample of removed providers and resource from the Resource Schedule

