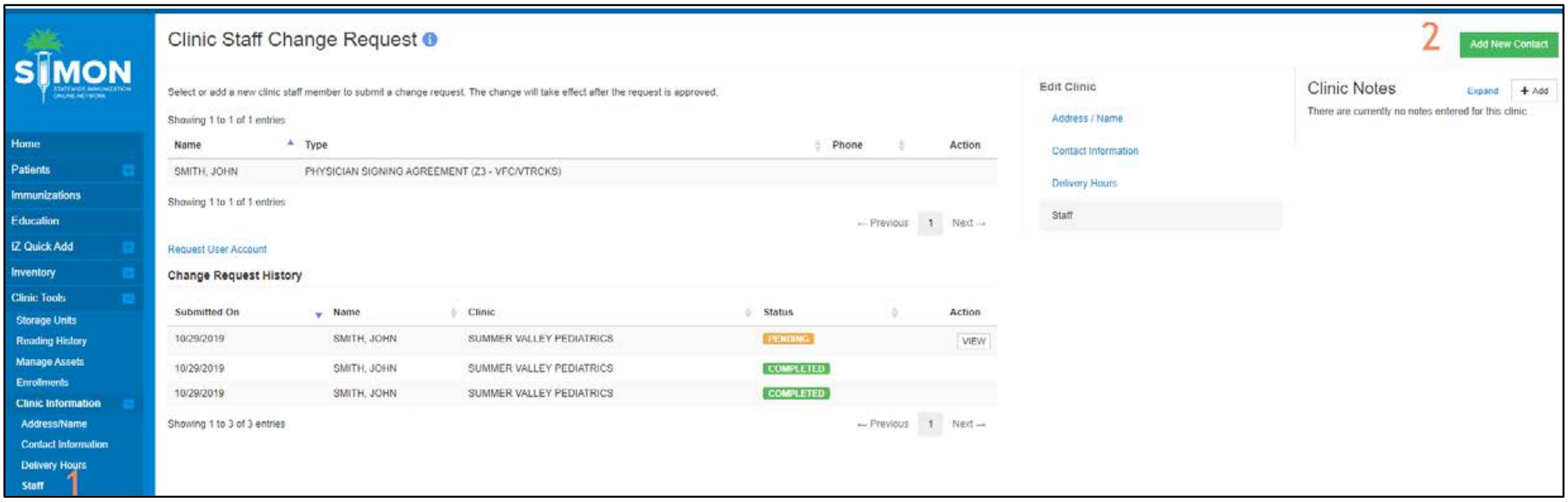
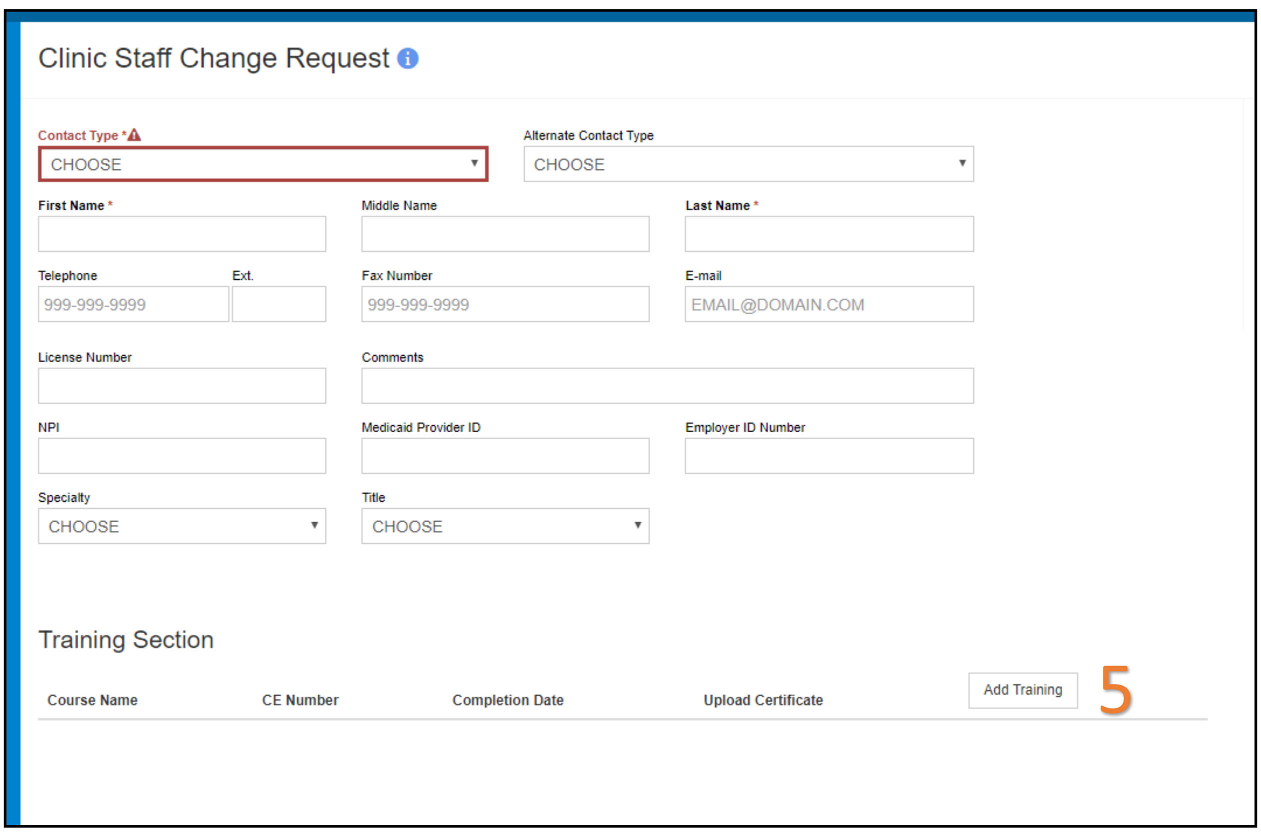
Submit Staff Contact Change Request

(Including adding training to a staff contact)

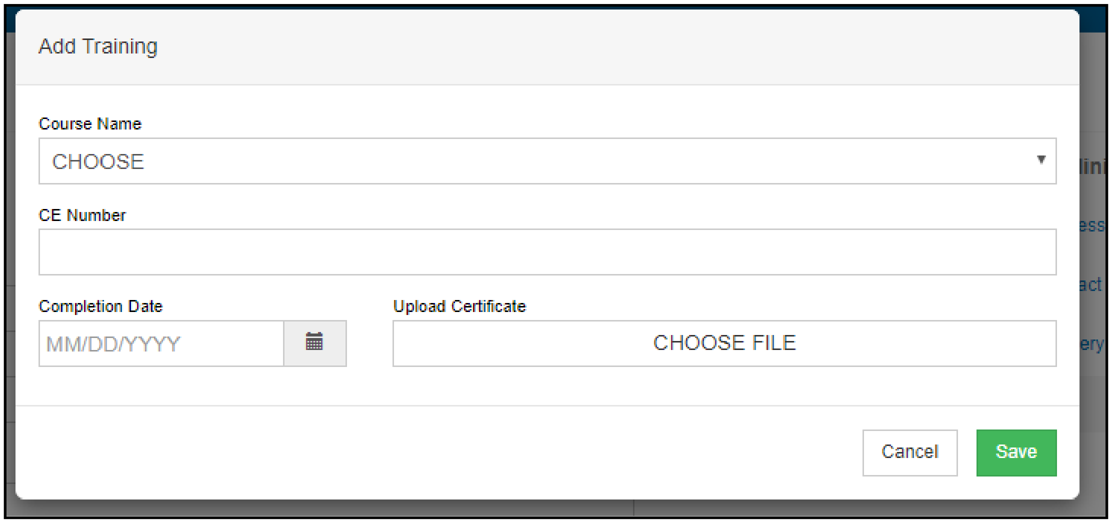
1. From the main menu, click ‘Clinic Tools > Clinic Information > Staff’.
2. Click ‘Add New Contact’.



3. Fill out the required* information requested
    a. Each clinic can only have one physician signing agreement and one primary contact.



4. At the bottom of this screen is the 'Training Section'.
5. Click 'Add Training' to document training completed by staff.
6. Enter the information requested and upload the PDF certificate of completion if available.



7. Click 'Save'.
8. Click 'Create' on the Clinic Staff Change Request page to submit the change request.
9. This contact will go into a "Pending" status and will have to be approved before the change is finalized.
    a. Note: the clinic will receive a notification when change request is approved or rejected.
10. A green success message is displayed confirmed your changes were saved.