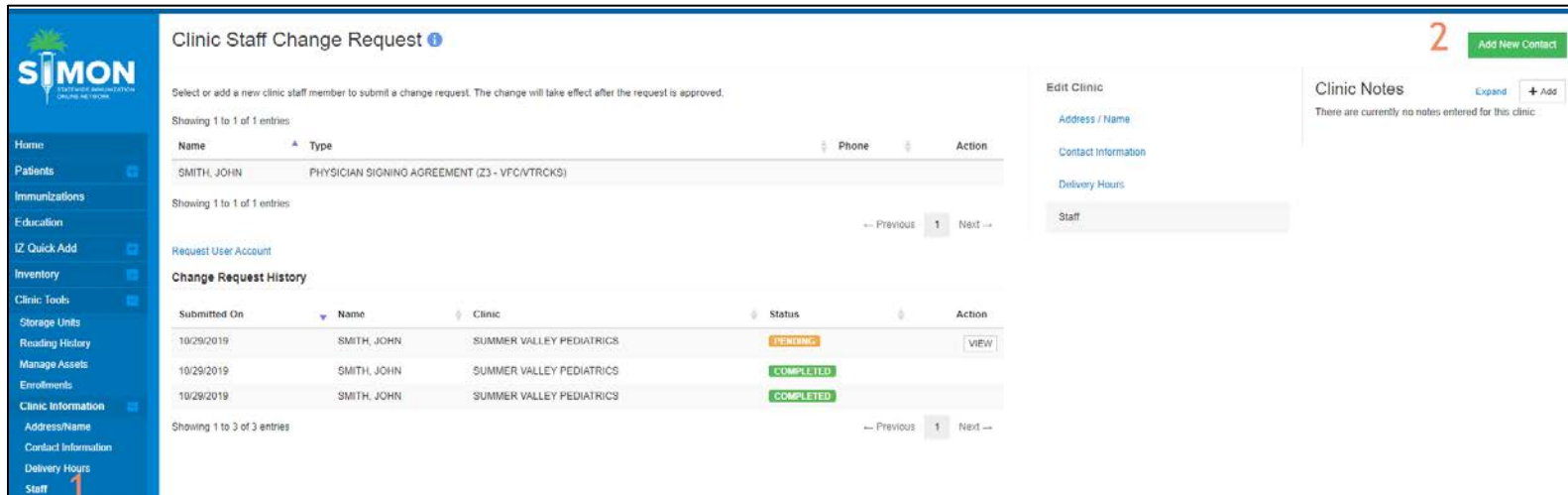


Submit Staff Contact Change Request

(Including adding training to a staff contact)

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



Clinic Staff Change Request

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 1 of 1 entries

Name	Type	Phone	Action
SMITH, JOHN	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/TRCKS)		

Showing 1 to 1 of 1 entries

Request User Account

Change Request History

Submitted On	Name	Clinic	Status	Action
10/29/2019	SMITH, JOHN	SUMMER VALLEY PEDIATRICS	PENDING	VIEW
10/29/2019	SMITH, JOHN	SUMMER VALLEY PEDIATRICS	COMPLETED	
10/29/2019	SMITH, JOHN	SUMMER VALLEY PEDIATRICS	COMPLETED	

Showing 1 to 3 of 3 entries

Edit Clinic

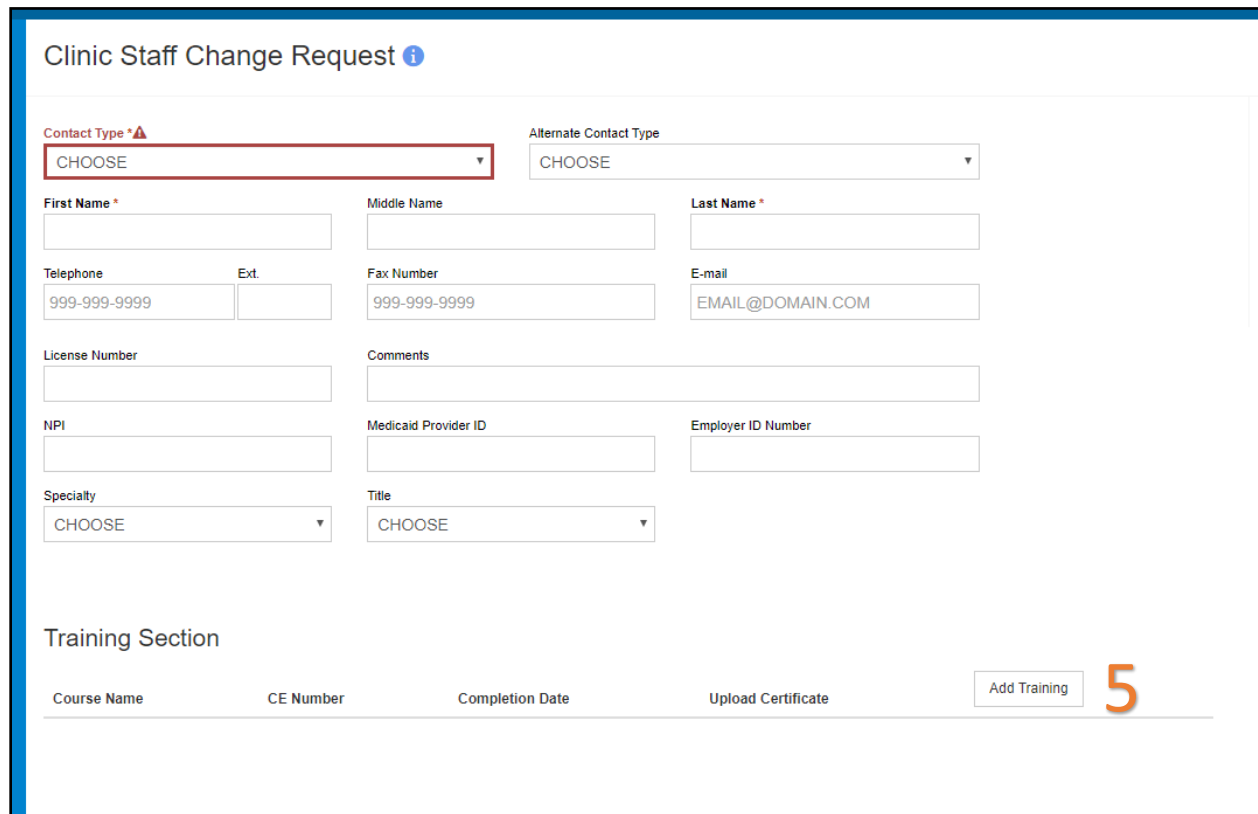
- Address / Name
- Contact Information
- Delivery Hours
- Staff

Clinic Notes

There are currently no notes entered for this clinic.

2 Add New Contact

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



Clinic Staff Change Request

Contact Type * CHOOSE

Alternate Contact Type CHOOSE

First Name *

Middle Name

Last Name *

Telephone **Ext.**

Fax Number

E-mail

License Number

Comments

NPI

Medicaid Provider ID

Employer ID Number

Specialty CHOOSE

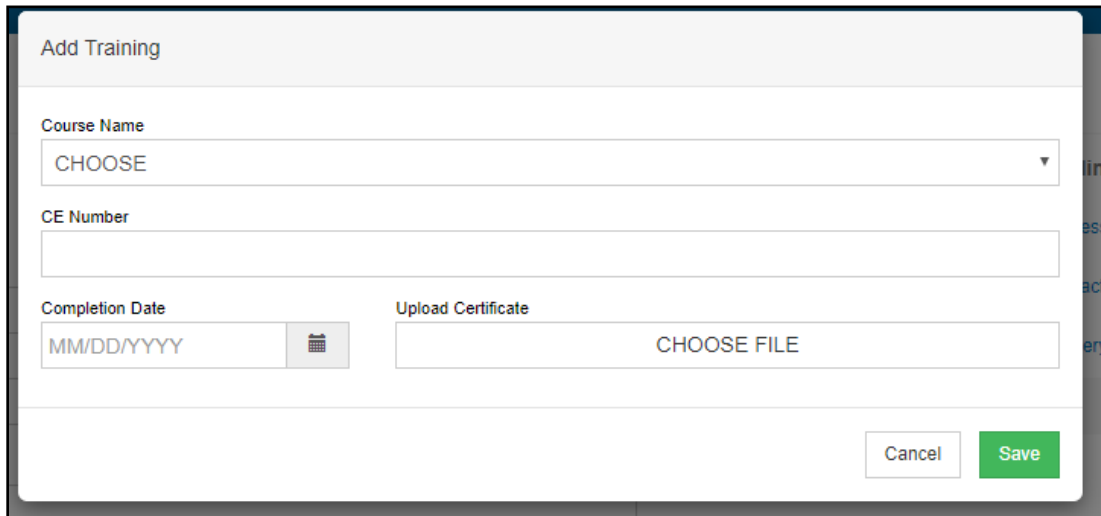
Title CHOOSE

Training Section

Course Name	CE Number	Completion Date	Upload Certificate

5 Add Training

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.



The screenshot shows a web form titled "Add Training". It contains the following fields and controls:

- Course Name:** A dropdown menu with "CHOOSE" selected.
- CE Number:** A text input field.
- Completion Date:** A date picker showing "MM/DD/YYYY" and a calendar icon.
- Upload Certificate:** A file upload button labeled "CHOOSE FILE".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

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.