exa-PACS · exa-RIS

Feature Summary

System Providers
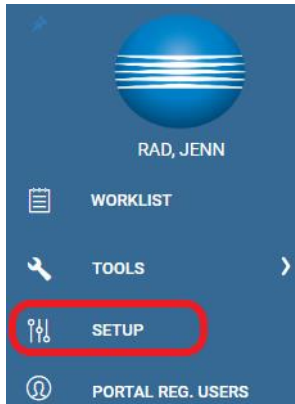
System providers

This feature automatically adds referring physicians into the resource directory as *System Providers*. System providers are usually caused by misspellings of provider names or abbreviated provider names.
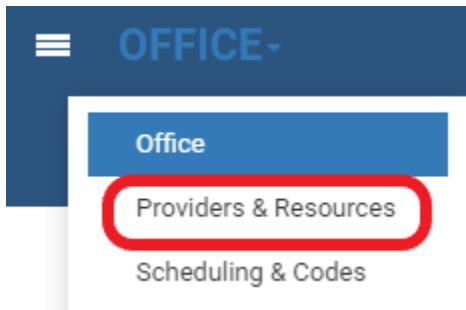
Example: Heppner, Jennifer vs Heppner, Jenn

An administrator can convert a system provider into a provider, or use an existing provider account and add that alternate name. After conversion, patients appear properly on the worklist and in Physician Portal.
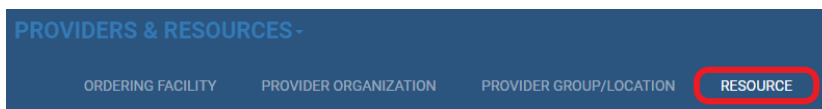
1. On the navigation ("burger") ▤ menu, select **SETUP**.

2. Select **Providers & Resources**.

3. Select the **RESOURCE** tab.

4. In the **SYSTEM PROVIDER** column dropdown list, select **YES**.

5. Select one or more system providers to convert, and then select **CONVERT SELECTED**.

6. Select **USE EXISTING** or **CONVERT DIRECTLY**.

    USE EXISTING: For existing providers. Add the alternate name to a provider currently in your directory and automatically change the provider on existing studies.

CONVERT DIRECTLY: For new providers. Adds the providers to your directory.