



DoseSpot™

Admin Console User Guide

Clinician Administration

Version 1.0
July 2018



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Overview

A Clinician Admin is an admin user type who can initialize the IDP and TFA activation process, initialize the TFA deactivation process, add/edit clinicians, and add and remove clinicians to/from clinics that they are part of. Clinician Admins do NOT have prescribing permissions (they cannot be prescribing clinicians, and cannot log into the Prescribing Application).

This guide is intended for DoseSpot clients as a detailed reference of the functionality available to the Clinician Admin user type in the DoseSpot Administration Console.

Clinician

Clinician Admins can add clinician users to their clinic(s), and edit clinician information of clinicians in their clinic(s).

Note: Any users added by a Clinician Admin will default to proxy users. Clinicians added will default to proxy users. Users must be confirmed by a System Admin before they can log in to any DoseSpot applications. Please contact a System Admin if you would like to set additional permissions for a user.

Note: A clinician that is in multiple clients can only be affected by system admins.

Add Proxy Clinician

Proxy clinicians are able to add prescriptions for a clinician they are acting on behalf of, but are not able to send or print prescriptions. When logging in as a Proxy in the Prescribing App, a modal should display for the Proxy to select the clinician they are acting on behalf of.

Note: Proxy clinicians do not require a Physician NPI (National Provider Identifier) Number

Create a proxy clinician:

1. From the Clinic Administration page, select the clinic that you want the Proxy Clinician to be added to from the Clinic Dropdown list

Clinic Administration

Clinic:

Details

DoseSpot QA Clinic 1
Crawford Street, Need ham, MA 11111
Work: (781) 999-9999
Fax: (781) 999-9999
Id: 629
Key: 9kxVW7EsdSYHUzUrvs2SYPuWWxGhdVC3

Configuration

Application Id: d71ec50b-e5fe-4d8d-9b46-b7c11aa1bd2a
Dental: **Disabled**
Eligibility: **Enabled**
Medication History: **Enabled**
Drug-Allergy Interactions: **Enabled**
Drug-Drug Interactions: **Enabled**
Drug Monographs: **Enabled**
Navigation Bar: **Enabled**
Minimum Drug-Drug Severity Level: 1
Clinic Integration Level: 2
Show Recent Patients: **Enabled**
Required Legal Agreements: 1,2,3
Support Email Address: 123@dosespot.com
Logout: **Enabled**
Hide Mistake Reason: **Enabled**
OHIO: **Enabled**
Isolate Clinician: **Enabled**
DetailedSelfReportedEnabled: **Enabled**
Supplies: **Enabled**
Compounds: **Enabled**
OnBehalfOfFavorites: **Enabled**
ExperianSubcode: 2221270
Weight Based Dosing: **Enabled**
SSOUnique: **Enabled**
API Version: 3
Free Text Allergies: **Enabled**
Diagnosis Enabled as CDT: **Enabled**
Support Phone Number: 7817817811

2. Under the Clinicians header, click “Add Clinician”

Clinicians

Search:

<input type="checkbox"/>	Status	Id	Last EPCS Activity	Last EPCS Activity Date	First	Middle	Last	DOB	New Rx	Refills	
<input type="checkbox"/>	N/A	1799			Clinician Admin		QA	7/1/1999	✘	✘	Edit
<input type="checkbox"/>	OK	1831			DoseSpot		Clinician	7/1/1950	✔	✘	Edit
<input type="checkbox"/>	OK	1496	TFA Activation Success	9/7/2017 7:22:20 PM	Steve		Schneeberger	11/3/1943	✔	✘	Edit

Showing 1 to 3 of 3 entries

Previous 1 Next

* Clinician is associated with multiple clients

3. In the Add Clinician form, complete the following required fields:
 - First Name
 - Last Name
 - DOB (Date of Birth)
 - Address Line 1
 - City
 - State
 - Zip
 - Work Phone
 - Fax

Note: If the new clinician’s address is the same as the clinic, the Clinician Admin can check the “Same as Clinic” checkbox to auto populate the Address and Phone sections with the Clinic’s information.

4. **Do not** check any Clinician Roles

Add Clinician

Clinician Info

Prefix

First Name

Middle Name

Last Name

Suffix

DOB

DEA #

NPI #

License #

NADEA #

Same as Clinic

Address

Line 1

Line 2

City

State

Zip

Phone

Work

Fax

Clinician Roles

Prescribing Reporting EPCS Coordinator Clinician Admin

eRx Functionality

NewRx Refills RxChangeX RxCancel ePA EPCS Requested

Credentials

Email

Supervisor

5. Click “Save & Go Back” to submit the form and return to the Clinic Administration page, or “Save & Add Another” to submit the form and return to the Add Clinician page
6. Once confirmed by a System Admin, and if an email address was provided, an email will be sent to the new clinician with a link to set a new password

Add Prescribing Clinician

Prescribing clinicians can add and send non-CS prescriptions electronically.

Create a prescribing clinician:

- From the Clinic Administration page, select the clinic that you want the Proxy clinician to be added to using the Clinic dropdown list button

Clinic Administration

Clinic: DoseSpot QA Clinic 1

<p>Details</p> <p>DoseSpot QA Clinic 1 Crawford Street, Need ham, MA 11111 Work: (781) 999-9999 Fax: (781) 999-9999 Id: 629 Key: 9kxVW7EsdSYHUzUrvs2SYPuWWxGhdVC3</p>	<p>Configuration</p> <p>Application Id: d71ec50b-e5fe-4d8d-9b46-b7c11aa1bd2a Dental: Disabled Eligibility: Enabled Medication History: Enabled Drug-Allergy Interactions: Enabled Drug-Drug Interactions: Enabled Drug Monographs: Enabled Navigation Bar: Enabled Minimum Drug-Drug Severity Level: 1 Clinic Integration Level: 2 Show Recent Patients: Enabled Required Legal Agreements: 1,2,3 Support Email Address: 123@dosespot.com Logout: Enabled Hide Mistake Reason: Enabled OHIO: Enabled Isolate Clinician: Enabled DetailedSelfReportedEnabled: Enabled Supplies: Enabled Compounds: Enabled OnBehalfOfFavorites: Enabled ExperianSubcode: 2221270 Weight Based Dosing: Enabled SSOUnique: Enabled API Version: 3 Free Text Allergies: Enabled Diagnosis Enabled as CDT: Enabled Support Phone Number: 7817817811</p>
--	--

- Under the Clinicians header, click “Add Clinician”:

Clinicians

Search:

<input type="checkbox"/>	Status	Id	Last EPCS Activity	Last EPCS Activity Date	First	Middle	Last	DOB	New Rx	Refills	
<input type="checkbox"/>	N/A	1799			Clinician Admin		QA	7/1/1999	✘	✘	Edit
<input type="checkbox"/>	OK	1831			DoseSpot		Clinician	7/1/1950	✔	✘	Edit
<input type="checkbox"/>	OK	1496	TFA Activation Success	9/7/2017 7:22:20 PM	Steve		Schneeberger	11/3/1943	✔	✘	Edit

Showing 1 to 3 of 3 entries

Previous 1 Next

* Clinician is associated with multiple clients

Add Clinician

- In the Add Clinician form, complete the following required fields:

- First Name
- Last Name
- DOB (Date of Birth)
- **NPI#**
- Address Line 1
- City
- State
- Zip
- Work Phone
- Fax

Note: If the new clinician’s address is the same as the clinic, the Clinician Admin can check the “Same as Clinic” checkbox to auto populate the Address and Phone sections with the Clinic’s information.

4. Under Clinician Roles, select **Prescribing**

Add Clinician

Clinician Info

Prefix

First Name

Middle Name

Last Name

Suffix

DOB

DEA #

NPI #

License #

NADEA #

Same as Clinic

Address

Line 1

Line 2

City

State

Zip

Phone

Work

Fax

Clinician Roles

Prescribing Reporting EPCS Coordinator Clinician Admin

eRx Functionality

NewRx Refills RxChange RxCancel ePA EPCS Requested

Credentials

Email

Supervisor

Note: Clinician Admins **cannot enable any eRx functionalities** (i.e. NewRx, RxChange, Refills etc.) for a new clinician. A System Admin can enable eRx functionalities for a user at the time of user confirmation.

5. Click “Save & Go Back” to submit the form and return to the Clinic Administration page, or “Save & Add Another” to submit the form and return to the Add Clinician page
6. Once confirmed, the new user will receive a welcome email (if an email was provided during registration) with a link to set a password

Turn on Prescribing for existing clinician:

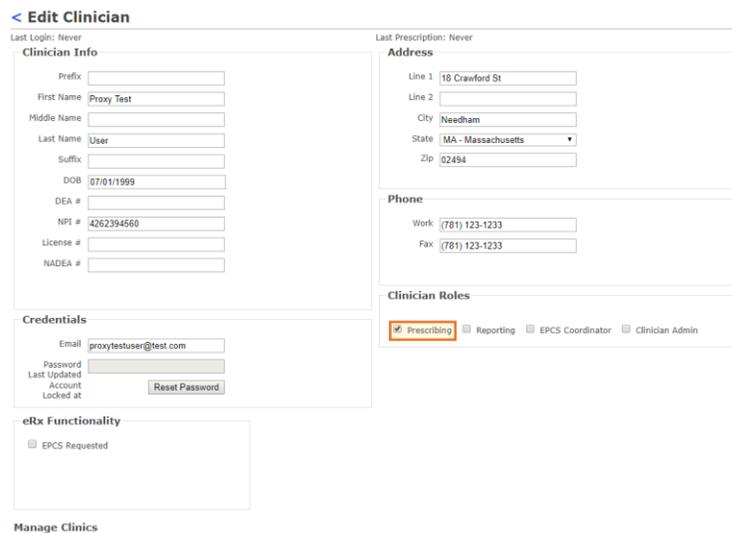
This will allow a clinician to print non-CS prescriptions and send non-CS prescriptions electronically through DoseSpot.

1. From the Clinicians table, click “Edit” for the clinician you want to add the Prescribing role for. This will bring you to the Edit Clinician page.
2. Complete the required fields:
 - First Name
 - Last Name
 - DOB
 - **NPI#**
 - Address Line 1
 - City
 - State
 - Zip
 - Work Phone
 - Fax

Note: If the new clinician’s address is the same as the clinic, the Clinician Admin can check the “Same as Clinic” checkbox to auto populate the Address and Phone sections with the Clinic’s information.

Note: A Prescribing Clinician must have an NPI number, while a Proxy Clinician does not.

3. Under Clinician Roles, check Prescribing and click Save



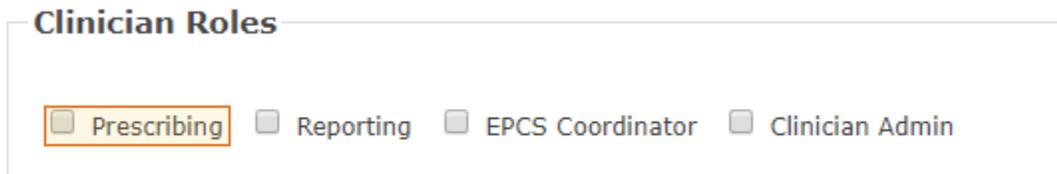
4. A System Admin must confirm the change and check the desired eRx functionalities before the clinician can log into the DoseSpot prescribing application and send electronic prescriptions

Turn off Prescribing for existing clinician:

Unchecking the Prescribing role will affect **all clinics** that the clinician is in. Thus, the clinician will not be able to send electronic prescriptions from any of the clinics that he or she is a part of.

Note: Admin users cannot turn off the prescribing role in a specific clinic for a clinician in the DoseSpot Admin Console. This must be done manually in the Surescripts Admin Console or changed in the database.

1. In the Edit Clinician page, uncheck Prescribing for the Clinician Role and click “Save”



Clinician Roles

Prescribing Reporting EPCS Coordinator Clinician Admin

2. A System Admin must confirm the change before the clinician can log into the DoseSpot prescribing application again

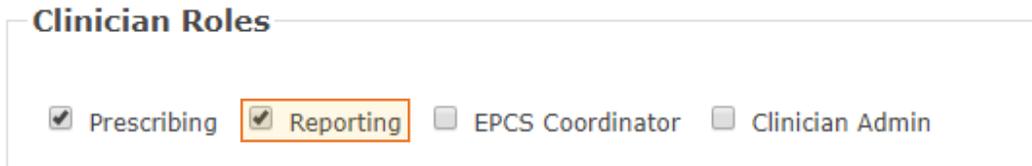
Reporting

A clinician with Reporting as a Clinician Role can run Reports for their own actions in the Prescribing Application.

Note: Reporting clinicians cannot view other clinician's information. Only EPCS Coordinators with this functionality enabled can run Reports for all clinicians within their clinic.

Add Reporting functionality for existing clinician:

1. In the Edit Clinician page, check "Reporting" under the Clinician Roles header and click "Save".



Clinician Roles

Prescribing Reporting EPCS Coordinator Clinician Admin

Note: A System Admin must confirm the clinician role to complete this process

Add Admin Users

Clinician Admins can add EPCS Coordinators and Clinician Admins to the clinics that they are part of. Users that have an admin role must have an email on their record. These users will have access to the DoseSpot Admin Console.

Create an EPCS Coordinator:

Users who are EPCS Coordinators can initialize the IDP and TFA activation process, and initialize the TFA deactivation process. Coordinators can also be prescribing clinicians.

- From the Clinic Administration page, select the clinic that you want the EPCS coordinator to be added to using the Clinic dropdown list button:

Clinic Administration

Clinic: DoseSpot QA Clinic 1

Details	Configuration
DoseSpot QA Clinic 1 Crawford Street, Need ham, MA 11111 Work: (781) 999-9999 Fax: (781) 999-9999 Id: 629 Key: 9kxVW7EsdsYHUzUrvs2SYPuWWxGhdVc3	Application Id: d71ec50b-e5fe-4d8d-9b46-b7c11aa1bd2a Dental: Disabled Eligibility: Enabled Medication History: Enabled Drug-Allergy Interactions: Enabled Drug-Drug Interactions: Enabled Drug Monographs: Enabled Navigation Bar: Enabled Minimum Drug-Drug Severity Level: 1 Clinic Integration Level: 2 Show Recent Patients: Enabled Required Legal Agreements: 1,2,3 Support Email Address: 123@dosespot.com Logout: Enabled Hide Mistake Reason: Enabled OHIO: Enabled Isolate Clinician: Enabled DetailedSelfReportedEnabled: Enabled Supplies: Enabled Compounds: Enabled OnBehalfOfFavorites: Enabled ExperianSubcode: 2221270 Weight Based Dosing: Enabled SSOUUnique: Enabled API Version: 3 Free Text Allergies: Enabled Diagnosis Enabled as CDT: Enabled Support Phone Number: 7817817811

- Under the Clinicians header, click “Add Clinician”:

Clinicians

Search:

<input type="checkbox"/>	Status	Id	Last EPCS Activity	Last EPCS Activity Date	First	Middle	Last	DOB	New Rx	Refills	
<input type="checkbox"/>	N/A	1799			Clinician Admin		QA	7/1/1999	✘	✘	Edit
<input type="checkbox"/>	OK	1831			DoseSpot		Clinician	7/1/1950	✔	✘	Edit
<input type="checkbox"/>	OK	1496	TFA Activation Success	9/7/2017 7:22:20 PM	Steve		Schneeberger	11/3/1943	✔	✘	Edit

Showing 1 to 3 of 3 entries Previous 1 Next

* Clinician is associated with multiple clients

Add Clinician

- In the Add Clinician form, complete the following required fields:

- First Name
- Last Name
- DOB (Date of Birth)
- NPI# (if Coordinator is also a prescribing clinician)
- **Email**
- Address Line 1
- City
- State
- Zip
- Work Phone
- Fax

Note: If the new user’s address is the same as the clinic, the Clinician Admin can check the “Same as Clinic” checkbox to auto populate the Address and Phone sections with the Clinic’s information.

4. Under Clinician Roles, select **EPCS Coordinator**:

Add Clinician

Clinician Info

Prefix

First Name

Middle Name

Last Name

Suffix

DOB

DEA #

NPI #

License #

NADEA #

Same as Clinic

Address

Line 1

Line 2

City

State

Zip

Phone

Work

Fax

Clinician Roles

Prescribing
 Reporting
 EPCS Coordinator
 Clinician Admin

eRx Functionality

NewRx
 Refills
 RxChange
 RxCancel
 ePA
 EPCS Requested

Credentials

Email

Supervisor

Note: Clinician Admins **cannot enable any eRx functionalities** (i.e NewRx, RxChange, Refills etc.) for a new clinician. A System Admin can enable eRx functionalities for a user at the time of user confirmation.

5. Click “Save & Go Back” to submit the form and return to the Clinic Administration page, or “Save & Add Another” to submit the form and return to the Add Clinician page

Once confirmed, the new user will receive a welcome email (if an email was provided during registration) with a link to set a password.

Create a Clinician Admin:

Clinician Admins can initialize the IDP and TFA activation process, initialize the TFA deactivation process, add/edit clinicians, and add and remove clinicians to/from clinics that they are part of.

Note: Clinician Admins should NOT ever have prescribing permissions.

1. From the Clinic Administration page, select the clinic that you want the Clinician Admin to be added to using the Clinic dropdown list button

Clinic Administration

Clinic: DoseSpot QA Clinic 1

<p>Details</p> <p>DoseSpot QA Clinic 1 Crawford Street, Need ham, MA 11111 Work: (781) 999-9999 Fax: (781) 999-9999 Id: 629 Key: 9kxVW7EsdSYHUzUrvs2SYPuWwXGhdVC3</p>	<p>Configuration</p> <p>Application Id: d71ec50b-e5fe-4d8d-9b46-b7c11aa1bd2a Dental: Disabled Eligibility: Enabled Medication History: Enabled Drug-Allergy Interactions: Enabled Drug-Drug Interactions: Enabled Drug Monographs: Enabled Navigation Bar: Enabled Minimum Drug-Drug Severity Level: 1 Clinic Integration Level: 2 Show Recent Patients: Enabled Required Legal Agreements: 1,2,3 Support Email Address: 123@dosespot.com Logout: Enabled Hide Mistake Reason: Enabled OHIO: Enabled Isolate Clinician: Enabled DetailedSelfReportedEnabled: Enabled Supplies: Enabled Compounds: Enabled OnBehalfFavorites: Enabled ExperianSubcode: 2221270 Weight Based Dosing: Enabled SSUnique: Enabled API Version: 3 Free Text Allergies: Enabled Diagnosis Enabled as CDT: Enabled Support Phone Number: 7817817811</p>
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2. Under the Clinicians header, click “Add Clinician”:

Clinicians

Search:

<input type="checkbox"/>	Status	Id	Last EPCS Activity	Last EPCS Activity Date	First	Middle	Last	DOB	New Rx	Refills	
<input type="checkbox"/>	N/A	1799			Clinician Admin		QA	7/1/1999	✗	✗	Edit
<input type="checkbox"/>	OK	1831			DoseSpot		Clinician	7/1/1950	✓	✗	Edit
<input type="checkbox"/>	OK	1496	TFA Activation Success	9/7/2017 7:22:20 PM	Steve		Schneeberger	11/3/1943	✓	✗	Edit

Showing 1 to 3 of 3 entries Previous 1 Next

* Clinician is associated with multiple clients

Add Clinician

3. In the Add Clinician form, complete the following required fields:

- First Name
- Last Name
- DOB (Date of Birth)
- **Email**
- Address Line 1
- City
- State
- Zip
- Work Phone
- Fax

Note: If the new user’s address is the same as the clinic, the Clinician Admin can check the “Same as Clinic” checkbox to auto populate the Address and Phone sections with the Clinic’s information.

4. Under Clinician Roles, select **Clinician Admin**:

Add Clinician

Clinician Info

Prefix

First Name

Middle Name

Last Name

Suffix

DOB

DEA #

NPI #

License #

NADEA #

Same as Clinic

Address

Line 1

Line 2

City

State

Zip

Phone

Work

Fax

Clinician Roles

Prescribing
 Reporting
 EPCS Coordinator
 Clinician Admin

eRx Functionality

NewRx
 Refills
 RxChange
 RxCancel
 ePA
 EPCS Requested

Credentials

Email

Supervisor

5. Click “Save & Go Back” to submit the form and return to the Clinic Administration page, or “Save & Add Another” to submit the form and return to the Add Clinician page
6. Once confirmed, the new user will receive a welcome email (if an email was provided during registration) with a link to set a password.

Electronic Prescribing of Controlled Substances (EPCS)

Clinicians enabled for EPCS are able to send prescriptions for controlled substances electronically. A clinician must complete a number of steps before this can be enabled.

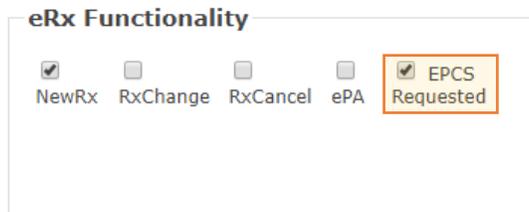
Note: An EPCS clinician must have a DEA Registration number, which allows a clinician to write prescriptions for controlled substances.

Note: A **Narcotic Addiction DEA Number (NADEAN)** is required for EPCS clinicians who prescribe medications specifically for the treatment of narcotic addiction.

Request for EPCS:

Client Admins can request that the process for enabling a clinician for EPCS be started. They do so by checking the “EPCS Requested” checkbox under eRx Functionality in the Edit Clinician page and clicking Save.

Checking this box will notify the System Admin that the new clinician would like to be enabled for EPCS, allowing the System Admin to initiate the first step in the Identity Proofing (IDP) process.



eRx Functionality

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NewRx	RxChange	RxCancel	ePA	EPCS Requested

Initialize Identity Proofing:

A Clinician Admin can also manage the EPCS functionality of another clinician in their clinic(s) after a System Admin initially confirms them. To do this, in the Edit Clinician page, check “Identity Proofing” under the EPCS Functionality Header, and click Save.

< Edit Clinician Search for clinician with 3 characters

Last Login: Never Last Prescription: Never

Clinician Info

Prefix

First Name

Middle Name

Last Name

Suffix

DOB

DEA #

NPI #

License #

NADEA #

Address

Line 1

Line 2

City

State

Zip

Phone

Work

Fax

Clinician Roles

Prescribing Reporting EPCS Coordinator Clinician Admin

Credentials

Email

Password

Last Updated

eRx Functionality

NewRx RxChange RxCancel ePA EPCS Requested

EPCS Functionality

Identity Proofing

TFA Authentication

EPCS/TFA Activation

After IDP has been initialized, the IDP process can be completed by the Clinician. Once completed by the Clinician, the Clinician Admin will be able to see the date and time IDP was completed.

EPCS Functionality

Identity Proofing

Completed On: 7/27/2018 12:13:00 PM

Initialize EPCS/TFA Authentication:

In the Edit Clinician Page in the Admin Console, check EPCS/TFA Activation under the TFA Authentication header. Click Save. This will initiate the TFA Activation process, which can be completed by the clinician in the Prescribing Application

TFA Authentication

EPCS/TFA Activation

TFA Authentication

Credential

After completing the TFA Authentication process, the Edit Clinician page should display the Credential ID.

Initialize EPCS/TFA Deactivation:

The TFA deactivation process can be completed by the clinician in the Prescribing Application, or by an EPCS Coordinator in in the Admin Console (in the instance a user will not be completing the deactivation process themselves).

Note: Clinician Admins can initiate the deactivation, but cannot complete the process.

In the Edit Clinician page in the Admin Console, check Deactivate under the TFA Authentication header and click Save. This will initiate the deactivation process for the Clinician to complete in the Prescribing Application.

TFA Authentication

Deactivate

Credential

Add Clinician(s) to Clinic:

From Edit Clinician Page:

- Under the “Manage Clinics” header, select the clinic(s) you want to add the clinician to by using the “Select Clinic” drop-down list, or by typing in the clinic ID(s):

Manage Clinics

SELECT A CLINIC

- DoseSpot QA Clinic 1
- DoseSpot QA Clinic 3
- DoseSpot QA Clinic 2

Clinic ID	Clinic Name	Status	New Rx	Refills	SPI
733	DoseSpot QA Clinic 2	OK	✓	✗	

Showing 1 to 1 of 1 entries

- Click “Add Clinic(s)”

SELECT A CLINIC

DoseSpot QA Clinic 1 ✕

Add Clinic(s)

- The clinics should appear in the Clinician’s Manage Clinics table:

Show 10 entries Search:

Clinic ID	Clinic Name	Status	New Rx	Refills	SPI	
629	DoseSpot QA Clinic 1	OK	✓	✗	2150342444003	Remove
733	DoseSpot QA Clinic 2	OK	✓	✗	2150342444001	Remove

Showing 1 to 2 of 2 entries < Previous 1 Next >

Remove Clinician(s) from Clinic

Note: A clinician must be associated with at least one clinic. You cannot remove a clinician from a clinic if they are only in one clinic.

From Clinic Administration Page:

1. On the Clinic Administration page, select the clinic that you want the Clinician to be removed from using the Clinic drop-down list:

Clinic Administration

Clinic:

Details

DoseSpot QA Clinic 1
 Crawford Street, Needham, MA 11111
 Work: (781) 999-9999
 Fax: (781) 999-9999
 Id: 629
 Key: 9kxVW7EsdSYHuzUrvs2SYPuWwXGhdVC3

Configuration

Application Id: d71ec50b-e5fe-4d8d-9b46-b7c11aa1bd2a
 Dental: **Disabled**
 Eligibility: **Enabled**
 Medication History: **Enabled**
 Drug-Allergy Interactions: **Enabled**
 Drug-Drug Interactions: **Enabled**
 Drug Monographs: **Enabled**
 Navigation Bar: **Enabled**
 Minimum Drug-Drug Severity Level: 1
 Clinic Integration Level: 2
 Show Recent Patients: **Enabled**
 Required Legal Agreements: 1,2,3
 Support Email Address: 123@dosespot.com
 Logout: **Enabled**
 Hide Mistake Reason: **Enabled**
 OHIO: **Enabled**
 Isolate Clinician: **Enabled**
 DetailedSelfReportedEnabled: **Enabled**
 Supplies: **Enabled**
 Compounds: **Enabled**
 OnBehalfOfFavorites: **Enabled**
 ExperianSubcode: 2221270
 Weight Based Dosing: **Enabled**
 SSOUnique: **Enabled**
 API Version: 3
 Free Text Allergies: **Enabled**
 Diagnosis Enabled as CDT: **Enabled**
 Support Phone Number: 7817817811

2. Select the clinician(s) to remove from the Clinicians table. When a clinician is selected, the link "Remove Clinician(s)" will appear below the table.

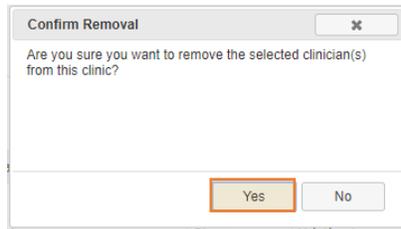
Clinicians

Status	Id	Last EPCS Activity	Last EPCS Activity Date	First	Middle	Last	DOB	New Rx	Refills	
<input type="checkbox"/>	OK	1831		DoseSpot		Clinician	7/1/1950	✓	✗	Edit
<input checked="" type="checkbox"/>	OK	1496	TFA Activation Success	Steve		Schneeberger	11/3/1943	✓	✗	Edit

Showing 1 to 2 of 2 entries
 * Clinician is associated with multiple clients

[Remove Clinician\(s\)](#)

3. Click "Remove Clinician(s)". A pop-up should appear to confirm the removal. Select "Yes" to remove the selected clinician(s), and "No" to close the pop-up and return to the Clinic Administration page. The status bar will show "Action successful" if the selected clinicians were removed successfully.



From Edit Clinician Page:

1. In the Edit Clinician page, under the “Manage Clinics” header, click “Remove” to remove the clinician from a clinic.

Manage Clinics Save

SELECT A CLINIC

Select clinic

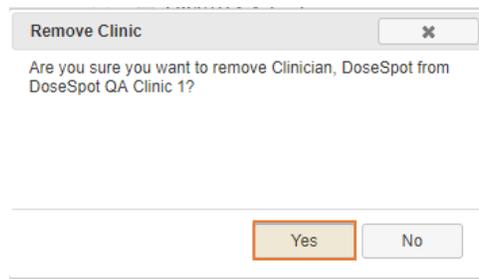
Add Clinic(s)

Show 10 entries Search:

Clinic ID	Clinic Name	Status	New Rx	Refills	SPI	
629	DoseSpot QA Clinic 1	OK	✓	✓	7447737715001	Remove
733	DoseSpot QA Clinic 2	OK	✓	✗	7447737715008	Remove

Showing 1 to 2 of 2 entries < Previous 1 Next >

2. A pop-up will appear to confirm the removal. Select “Yes” to remove the clinician from the selected clinic, and “No” to close the pop-up and return to the Edit Clinician page.



Deactivate Clinician

Deactivating a clinician cannot be completed in the DoseSpot Admin Console.

To deactivate a clinician from prescribing medications, you can turn off the Prescribing role in the Edit Clinician page.

Deactivating a clinician completely must be done manually by removing the clinician from the database. Please contact DoseSpot for more information.