

Purpose

After reviewing this user guide, you should be able to designate other members of your clinic to have Director permissions on the Provincial Attachment System.

Process Overview

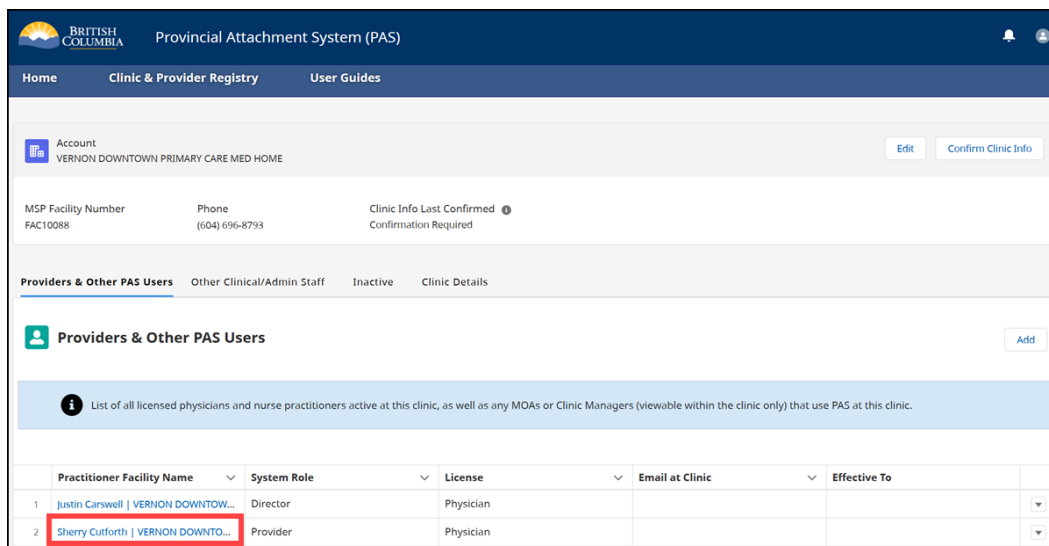
A valuable tool for Medical Directors or Nurse Practitioner Directors to manage their clinics on the Provincial Attachment System is the ability to designate others to have Director permissions.

Designate a Facility Manager

1. To begin, click on the **name** of the Clinic on the Home Page



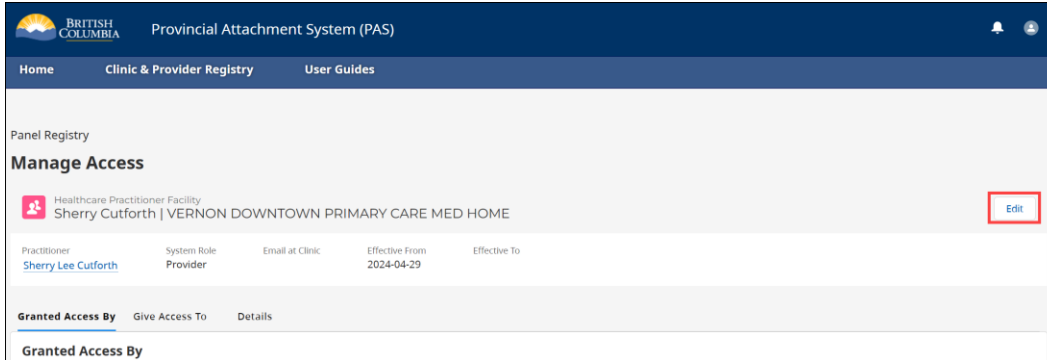
2. You will see by default that you are on the **Providers & Other PAS Users** tab. Click on the name of the user who you would like to be able to add staff and manage clinic details.



	Practitioner Facility Name	System Role	License	Email at Clinic	Effective To
1	Justin Carswell VERNON DOWNTOWN...	Director	Physician		
2	Sherry Cuthforth VERNON DOWNTOWN...	Provider	Physician		



- Next, click on the **Edit** button.



Provincial Attachment System (PAS)

Home Clinic & Provider Registry User Guides

Panel Registry

Manage Access

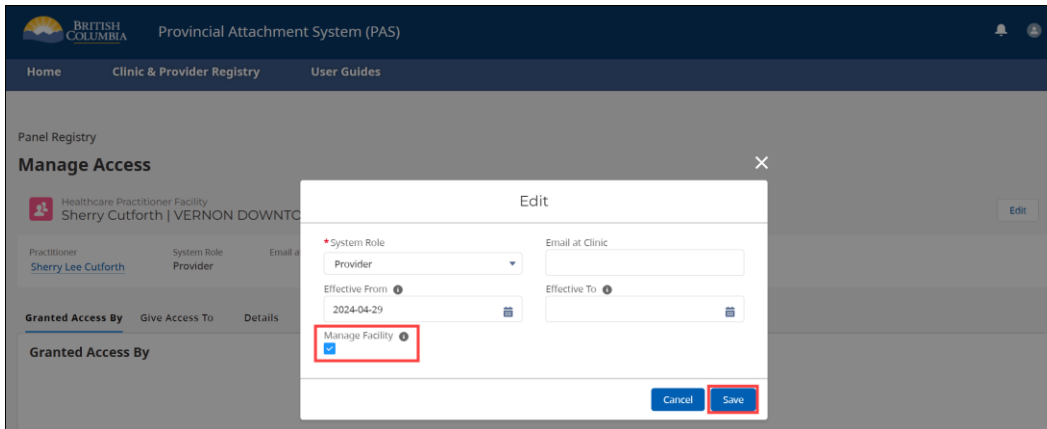
Healthcare Practitioner Facility
Sherry Cutforth | VERNON DOWNTOWN PRIMARY CARE MED HOME Edit

Practitioner	System Role	Email at Clinic	Effective From	Effective To
Sherry Lee Cutforth	Provider		2024-04-29	

Granted Access By Give Access To Details

Granted Access By

- A new window will appear. Click to check the **Manage Facility** checkbox, then click the **Save** button.



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Panel Registry

Manage Access

Healthcare Practitioner Facility
Sherry Cutforth | VERNON DOWNTOWN PRIMARY CARE MED HOME Edit

Practitioner	System Role	Email at Clinic	Effective From	Effective To
Sherry Lee Cutforth	Provider		2024-04-29	

Granted Access By Give Access To Details

Granted Access By

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Edit

System Role
Provider

Email at Clinic

Effective From
2024-04-29

Effective To

☒ Manage Facility

Cancel Save

