

Purpose

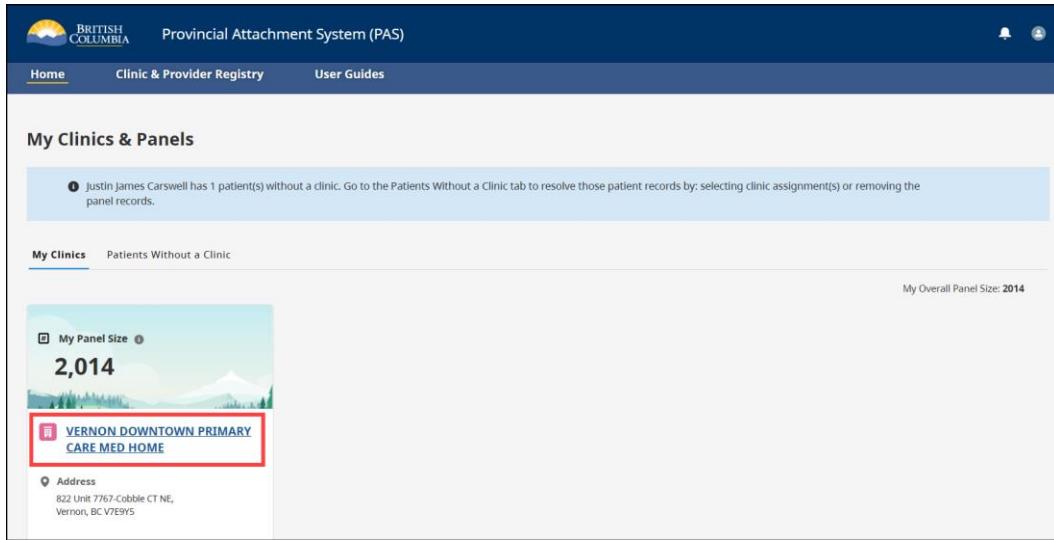
After reviewing this user guide, you should be able to designate other members of your clinic to have Director permissions on the Provincial Attachment System.

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



My Clinics & Panels

Justin James Carswell has 1 patient(s) without a clinic. Go to the Patients Without a Clinic tab to resolve those patient records by: selecting clinic assignment(s) or removing the panel records.

My Clinics Patients Without a Clinic

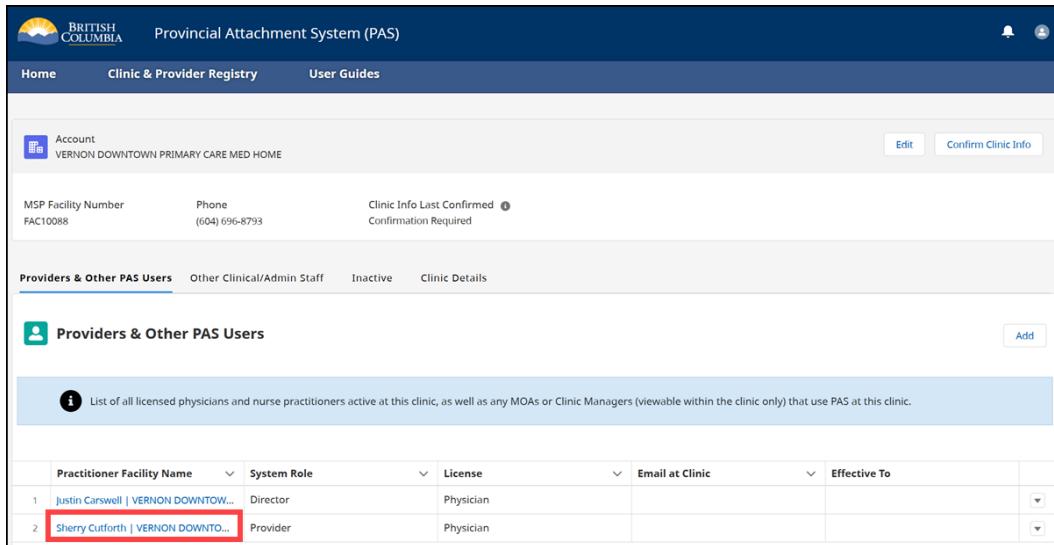
My Panel Size 2,014

VERNON DOWNTOWN PRIMARY CARE MED HOME

Address 822 Unit 7767-Cobble CT NE, Vernon, BC V7E9Y5

My Overall Panel Size: 2014

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.



Account VERNON DOWNTOWN PRIMARY CARE MED HOME

Edit Confirm Clinic Info

MSP Facility Number Phone Clinic Info Last Confirmed Confirmation Required

FAC10088 (604) 696-8793

Providers & Other PAS Users Other Clinical/Admin Staff Inactive Clinic Details

Providers & Other PAS Users

List of all licensed physicians and nurse practitioners active at this clinic, as well as any MOAs or Clinic Managers (viewable within the clinic only) that use PAS at this clinic.

| Practitioner Facility Name | System Role | License | Email at Clinic | Effective To |
|---------------------------------------|-------------|-----------|-----------------|--------------|
| 1 Justin Carswell VERNON DOWNTOW... | Director | Physician | | |
| 2 Sherry Cutforth VERNON DOWNT... | Provider | Physician | | |



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



Panel Registry

Manage Access

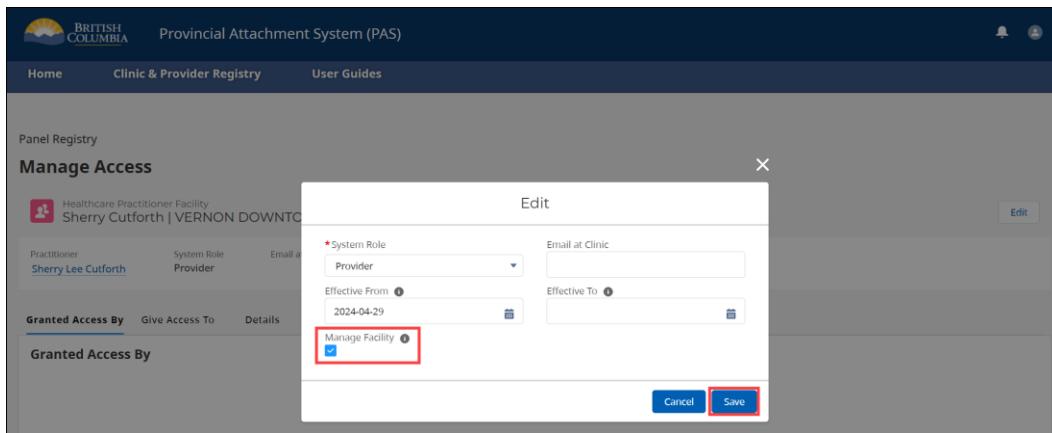
Healthcare Practitioner Facility
Sherry Cutforth | VERNON DOWNTOWN PRIMARY CARE MED HOME

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

Granted Access By [Give Access To](#) [Details](#)

Granted Access By

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



Panel Registry

Manage Access

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

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

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Granted Access By

Edit

System Role: Provider | Email at Clinic: | Effective From: 2024-04-29 | Effective To:

Manage Facility

Cancel **Save**

