

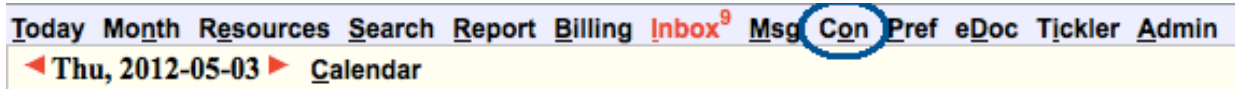
I N D I V I C A

Adding a Consultant

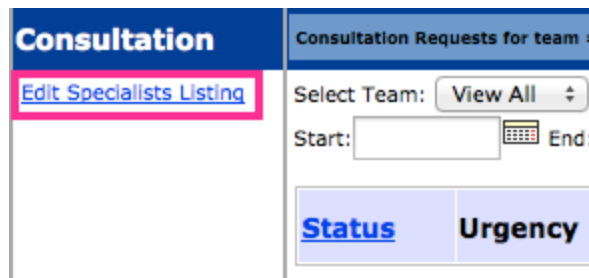
There are two steps for adding doctors so that you can create consultation requests for them. You will first have to add the specialist - then you will have to assign that specialist to his/her service or specialty.

I. Adding a Specialist

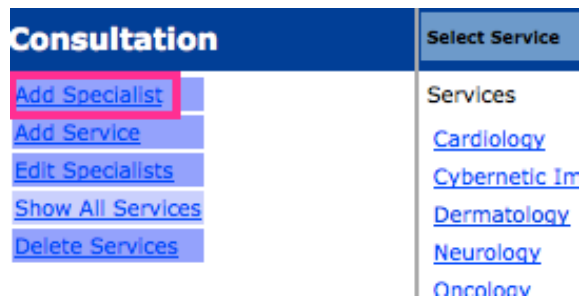
1. Click on “Con” on the OSCAR main page.



2. A new window appears. Click on “Edit Specialist Listing” in the left-hand column.



3. A new window appears. Click on “Add Specialist” on the left.



4. Enter in the specialist’s details.
Note: Required fields are first name, last name, address, and phone.
Note: Annotation is a for clinic-use only and does not appear on consults.
These notes will appear when a consultation request is written for that doctor.
5. When you are done, click “Add Specilist” at the bottom. A confirmation will appear in red at the top.
Note: If an error appears, check that all required fields were entered.



I N D I V I C A

Consultation	Add Specialist
Add Specialist	Specialist Billy Horrible has been saved.
Add Service	First Name <input type="text"/>
Edit Specialists	<input type="text"/>
Show All Services	Address <input type="text"/>
Delete Services	

II. Assigning a Service to an External Provider

Warning: If this step is not done, you will not be able to choose your doctor on any consultation requests.

1. Follow Step 1 and 2 under Section I. *Adding a Specialist.*
2. Click on the service that applies to the doctor. See Section III. *Adding Additional Services.*
Note: You can also bring up this list by clicking “Show All Services”.

Consultation	Select Service
Add Specialist	Services
Add Service	Cardiology
Edit Specialists	Cybernetic Implants
Show All Services	Dermatology
Delete Services	Horribleness
	Neurology

3. You will see a list of all the specialists in your system. Check off the name of the specialist to be added to the service. Click “Update these Services Specialists”.

Please check off all the specialist that offer Horribleness.

[Update these Services Specialists](#)

Specialist	Address	Phone
<input type="checkbox"/> Banner Robert Bruce	1 First St Manhattan New York	555-555-5555
<input type="checkbox"/> Defined Not		
<input checked="" type="checkbox"/> Horrible Billy PhD	1372 Sunset Blvd	555-555-5656
<input type="checkbox"/> Manhattan John	123 Third Ave Manhattan New York	555-555-4564
<input type="checkbox"/> Octavius Otto	1 First St Manhattan New York	777-888-9900



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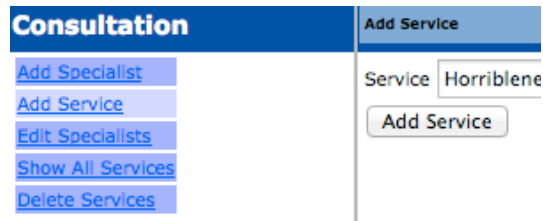
Note: Any physicians that are checked off when you click “Update these Services Specialists” will be added to the service. Likewise, any physicians that you un-check will no longer be under the service when you click Update.

When you create a consultation request for a service, only the external physicians who are checked off for that service will appear.

III. Adding Additional Services

If a service is not available when you click Show All Services, you will need to add an additional service.

1. Follow Step 1 and 2 under section *I. Adding a Specialist*.
2. Click on Add Service on the left-hand column.
3. Type in the name of the service to add. Click the Add Service button.



The screenshot shows a web interface with a blue header bar labeled 'Consultation'. Below the header, there is a vertical list of links: 'Add Specialist', 'Add Service', 'Edit Specialists', 'Show All Services', and 'Delete Services'. To the right of this list is a form titled 'Add Service'. The form contains a text input field labeled 'Service' with the text 'Horriblene' entered. Below the input field is a button labeled 'Add Service'.

4. Follow section *II. Assigning a Service to an External Provider* to assign the new service to the appropriate specialist.

