

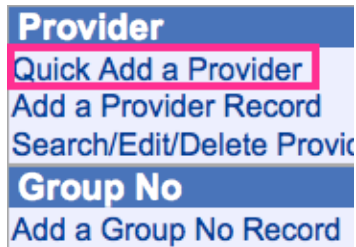
# I N D I V I C A

## Providers

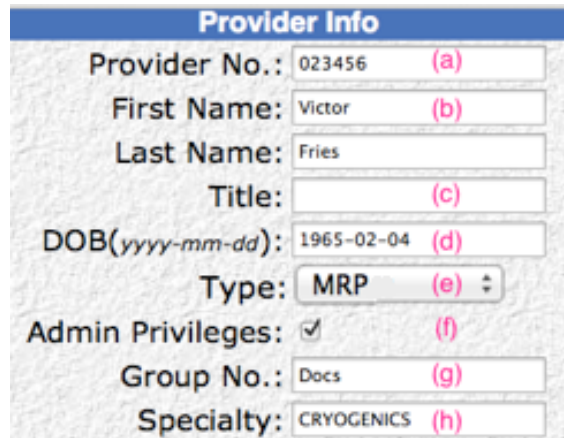
All users in OSCAR are generically labelled providers. There are two types of providers that are supported: MRP (doctors) and Alt. Provider (non-doctor staff). This guide assumes the accounts created will become user accounts though the steps can be modified at a clinic's discretion to manipulate its system's behaviour (e.g. creating an account to produce a new column on the schedule).

### I. Adding a Provider

1. Click on Admin in your OSCAR toolbar.
2. Click Quick Add a Provider.  
Note: Add a Provider is an advanced administrative function. Its use is not covered in this guide.



3. Fill in the fields as appropriate.

A screenshot of the 'Provider Info' form. The form contains the following fields: 'Provider No.: 023456 (a)', 'First Name: Victor (b)', 'Last Name: Fries', 'Title: (c)', 'DOB(yyyy-mm-dd): 1965-02-04 (d)', 'Type: MRP (e) ↓', 'Admin Privileges: [checked] (f)', 'Group No.: Docs (g)', and 'Specialty: CRYOGENICS (h)'. Each field is labeled with a letter in parentheses.

- (a) **Provider No.:** Arbitrary value but must be unique to the user. On installation, all doctor accounts are created with their billing number as the provider number. All non-doctor accounts are given a provider number 9999XX where XX counts backwards from 98.
- (b) **First Name, Last Name:** These values are displayed when OSCAR references the provider (e.g. on drop-down menus, prescriptions).



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- (c) **Title:** Not required.
- (d) **DOB(yyyy-mm-dd):** Not required.
- (e) **Type:** Choose MRP if you are creating an account for a doctor; otherwise, use Alt. 1, 2, or 3. Other types are currently unsupported.
- (f) **Admin Privileges:** Leave checked to grant user advanced administrative rights (e.g. adding more accounts, modifying passwords).
- (g) **Group No.:** The name of the group the user should appear under on the schedule.
- (h) **Specialty:** Not required.

Billing Info	
Provincial Billing/MSP #:	023456 (i)
3rd Party Billing #:	023456
Billing #:	023456
Alternate Billing #:	023456
Specialty Code #:	85 (j)
Group Billing #:	0000 (k)
CPSID #:	76762 (l)
Bill Center:	Toronto (m) ▾
Default Billing Form:	General Practice (n) ▾

- (i) **Provincial Billing/MSP #, 3rd Party Billing #, Billing #, Alternate Billing #:** Not required unless user will be billing to OHIP. Use the provider's billing number for all four fields.
- (j) **Specialty Code #:** Not required unless user will be billing to OHIP. The two-digit specialty code for the doctor.  
Note: General Practice has the code 00.
- (k) **Group Billing #:** Not required unless user will be billing to OHIP using a group billing number. If the user does not do group billing, use 0000.
- (l) **CPSID #:** Also known as CPSO #. Not required unless user wishes this value to display in OSCAR (such as on prescriptions).
- (m) **Bill Center:** The value used if an OHIP batch is generated and "Use individual provider's bill center setting" is selected.
- (n) **Default Billing Form:** Not required unless user will be creating invoices for patients. On installation, all accounts are set to General Practice.



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- (a) **User Name:** Must be a unique value. On installation, all providers' user names are their last names.
- (b) **Password:** Must be at least 8 characters long and meet 3 of 4 criteria: upper case letters, lower case letters, numbers, special characters (e.g. @, #, \$, %). On installation, all accounts are given the password “-dj650c-” without quotations.
- (c) **Expiry Date:** Not required. If checked, the account will no longer be valid after the date chosen.

Your account is expired. Please contact your administrator.

Please correct and try again.

Note: Accounts can be removed manually. See Section III. Removing a Provider.

- (d) **PIN:** Must be at least 4 digits long. On installation, all accounts are given the PIN 1320.

- (e) **Start Hour, End Hour, Period (in min):** These values should reflect the start and end hours for the clinic. These values can be modified under a user's Preferences.
- (f) **Days:** Checked off days will appear on the schedule if the Type was MRP; see (e).
- (g) **Add Provider Record:** When you are done, click this button. You will be given a confirmation if the account was added.

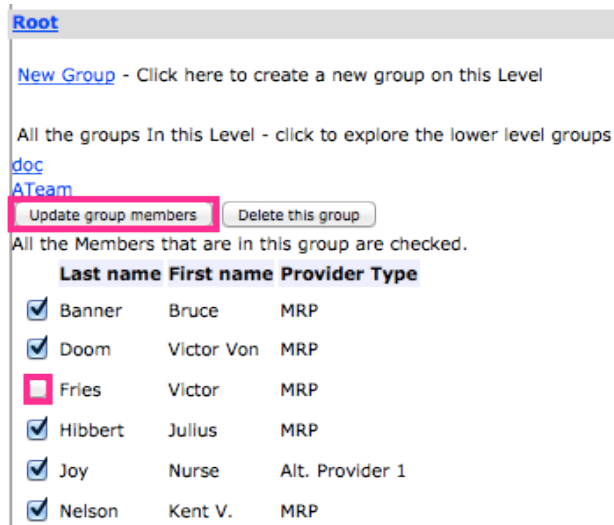


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4. Click Back.
5. Click Messenger Group Admin.



6. Check off the new provider and click “Update group members”.  
Note: If you wish to add the provider to specific groups for messages, click the name of that group first then check off the name and click “Update group members”.



## II. Editing a Provider

Once a provider has been added, its information can be modified. Note that the Rich Text Letter eForm uses the information in a provider record when creating a letterhead if the information for the clinic is left blank. Clinic information can be found under Admin, under Clinic/Agency Address.

1. Modifying Provider Information
  - 1.1. Click Admin in your OSCAR toolbar.
  - 1.2. Click Search/Edit/Delete Provider Record.



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**Provider: the following records**

**Search Criteria**  Last Name  Provider No.  Active Only  Inactive Only

Results based on keyword(s) : fries

ID	First Name	Last Name	Specialty	Team	Sex(F/M)	Phone	Status
023456	Victor	Fries	CRYOGENICS	Docs			Active

- 1.3. Search for the provider.  
Note: You can narrow down your results by typing in a last name or provider number, selecting the appropriate option, and clicking Submit.
- 1.4. Click on the provider's ID (provider number).
- 1.5. Make any appropriate modifications to the information.

Fax:

Provincial Billing/MSP #:

3rd Party Billing #:

Billing #:

Alternate Billing #:

Status:

Specialty Code #:

Group Billing #:

CPSID #:

Bill Center:

Self Learning Username:

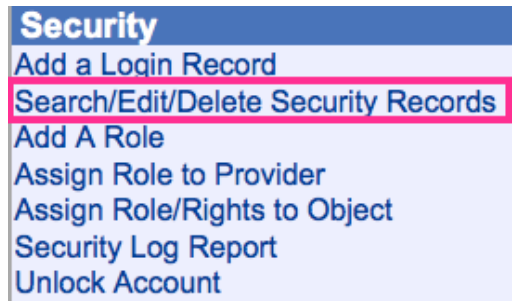
Self Learning Password:

Confidentiality Agreement:

- 1.6. Click Update Record when you are done.
2. Modifying Provider Logins
  - 2.1. Click on Admin in your OSCAR toolbar.
  - 2.2. Click Search/Edit/Delete Security Record.



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2.3. Search for the provider.

Note: You can narrow down your results by typing in the username or provider number, selecting the appropriate option, and clicking Search.

2.4. Click on the provider's User Name.

2.5. Make the appropriate changes.

 Date: [calendar icon]; PIN: .... (at least 4 digits); Confirm: ...." data-bbox="311 394 720 547"/>

2.6. Click Update Record.

### 3. Modifying Provider Groups

Providers appear on the schedule based on the group they are assigned. New groups can be added and providers can be added and removed.

3.1. Click Admin in your OSCAR toolbar.

3.2. Click Search/Edit/Delete Group No Records.



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<b>Group No</b>
Add a Group No Record
Search/Edit/Delete Group No Records
<b>Security</b>
Add a Login Record
Search/Edit/Delete Security Records
Add A Role
Assign Role to Provider
Assign Role/Rights to Object
Security Log Report
Unlock Account

3.3. Click New Group/Add a Member.

<input type="checkbox"/>	docs	Reed, Richard
<input type="checkbox"/>	docs	Strange, Stephen
<input type="checkbox"/>	docs	Nelson, Kent V.
<input checked="" type="checkbox"/>	Docs	Fries, Victor

Buttons: Delete, **New Group/Add a Member**, Close

3.4. In the field Group No., type in the name of a group.

Note: Putting in a new group name will cause that group to be created. Putting in an existing group name will cause you to make modifications to the existing group.

New Group	
Group No.	(Max. 10 chars.)
Banner, Bruce	<input type="checkbox"/>
Deny, Me	<input type="checkbox"/>
Doom, Victor Von	<input type="checkbox"/>
Hibbert, Julius	<input type="checkbox"/>
Joy, Nurse	<input checked="" type="checkbox"/>
Nelson, Kent V.	<input type="checkbox"/>
Person, Different	<input type="checkbox"/>
Petrelli, Peter	<input type="checkbox"/>
Ratched, Mildred	<input type="checkbox"/>
Reed, Richard	<input type="checkbox"/>
Strange, Stephen	<input type="checkbox"/>
system, system	<input type="checkbox"/>
z_indivica, ithream	<input type="checkbox"/>

Buttons: **Save**, Close

3.5. Check off the names of members to be added to the group.

3.6. Click Save.



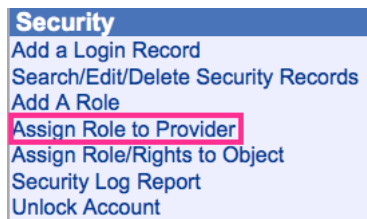
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## 4. Modifying Provider Roles

Accounts are set as either Doctor or Nurse with or without administrative privileges. This can be changed after an account is created.

4.1. Click Admin in your OSCAR toolbar.

4.2. Click Assign Role to Provider.



4.3. Find the provider to modify.

023456	Victor	Fries	admin	Add	Update	Delete
023456	Victor	Fries	doctor	Add	Update	Delete

4.4. To change a role to another, make the appropriate change and then click Update.

4.5. To add an additional role, click Add. A new role will be added. Make any necessary changes and then click Update.

4.6. To remove a role, click Delete.

### III. Removing a Provider

A provider in OSCAR cannot permanently be deleted. However, the account can be marked as inactive and login privileges revoked.

1. Follow Section II, steps 1.1-4.
2. Find the field Status. Change it to Inactive.

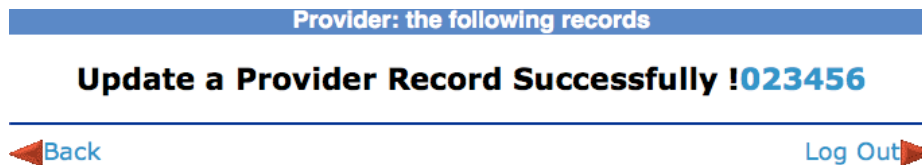




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3rd Party Billing #: 023456  
Billing #: 023456  
Alternate Billing #: 023456  
Status: Active  
Specialty Code #: Active  
Group Billing #: 0000  
CPSID #: 76762  
Bill Center: Toronto

3. Click Update Record. A confirmation will appear.
4. Click Back.



5. Follow Section II, steps 2.1-4.
6. Click Delete.

Confirm: .....

Provider No.: 023456

Expiry Date:  Date: 2012-09-23

Pin(remote) Enable:  Pin(local) Enable:

PIN: .... (at least 4 digits)

Confirm: ....

Update Record Delete Record

7. Follow Section III, steps 3.1-2.
8. Check off the provider.
9. Click Delete.

<input type="checkbox"/>	docs	Nelson, Kent V.
<input checked="" type="checkbox"/>	docs	Fries, Victor

Delete New Group/Add a Member Close



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10. Follow Section I, steps 4-5.
11. Uncheck the provider and click “Update group members”.

[Root](#)

[New Group](#) - Click here to create a new group on this Level

All the groups In this Level - click to explore the lower level groups

[doc](#)

[ATeam](#)

All the Members that are in this group are checked.

	<b>Last name</b>	<b>First name</b>	<b>Provider Type</b>
<input checked="" type="checkbox"/>	Banner	Bruce	MRP
<input checked="" type="checkbox"/>	Doom	Victor Von	MRP
<input type="checkbox"/>	Fries	Victor	MRP
<input checked="" type="checkbox"/>	Hibbert	Jullus	MRP
<input checked="" type="checkbox"/>	Joy	Nurse	Alt. Provider 1
<input checked="" type="checkbox"/>	Nelson	Kent V.	MRP

